

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners Chamenko and Calsetta were present along with Executive Director Linda Collins. Commissioners LeBoriosis and DeSousa were absent

2. ADDED AGENDA ITEMS – None

3. MEETING MINUTES:

The minutes of the Regular Meeting of May 18, 2015 were reviewed by all Commissioners present. Commissioner Chamenko made motion to accept the minutes of the Regular Meeting of May 18, 2015. Motion was 2nd by Commissioner Calsetta. All members in favor. Motion carried.

The Minutes of the Special Meeting of May 27, 2015 were reviewed by all Commissioners present. Commissioner Calsetta made motion to accept the minutes of the Special Meeting of May 27, 2015. Commissioner Chamenko 2nd the motion. All members in favor. Motion carried.

The minutes of the Informational Meeting of June 15, 2015 were reviewed by all Commissioners present. Commissioner Chamenko made motion to accept the minutes of the Informational Meeting of June 15, 2015. Motion was 2nd by Commissioner Calsetta. All members in favor. Motion carried.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

6. FINANCIAL REPORTS – May 2015 & June 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

8. REPORT OF THE TENANT ASSOCIATION – Carmela Mills

History was made Tuesday, July 13th. Ballots for the Park Hill Tenant Commissioner were counted and the results were as follows: Laverne Calsetta 39, George Eigabroadt, 10. We are proud to announce we have our own elected commissioner by the residents of Park Hill. We are proud of our accomplishments. Today was the counting of the ballots for the Park Hill Tenant Association. The newly elected officers are as follows: President – Viola Andrews, Vice President – Carmela Mills, Secretary – Laverne Calsetta, Treasurer – Jeanne Swicklas, and Member at Large – Sharleen Craft. One written in vote for Alice Samson as President.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

A vote was taken with the residents in attendance at this meeting regarding the repair of the beam in the ceiling in the community hall. Majority vote was to repair it with wood as opposed to using sheet rock.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

11. POLICIES AND PROCEDURE

A. Policy #10-0017 Storage/Storage Containers

Commissioner Calsetta made motion to revise Policy #10-0017 Storage/Storage Containers to read: All containers must be located in the rear of the apartment and next to the building. Commissioner Chamenko 2nd the motion. All in favor. Motion carried.

12. OLD BUSINESS

A. 7 Acres *

B. PILOT *

13. NEW BUSINESS

A. Date for August Commission Meeting.

Motion made and duly noted to change the August Commission meeting to Wednesday August 26, 2015 at 7:00pm.

14. Public Comment –

Sharleen C #57 – We have parties and things, we would like to put things on the walls. But if we are going to get them painted, can we come up with a solution so we can hang things on the walls? Commissioner Burnham talked about the board that was installed at Scout Hall. It goes all around the large room. Executive Director Collins will talk to the painter to get a price on installing the board before he paints the community room.

Suggestion Box –

1. A tenant submitted a suggestion regarding changing the location of the ceiling fan located in the kitchen area of the apartments.

15. Executive Session

A. 2015/2016 Management Plan

Motion to go into Executive Session at 7:44pm to include Executive Director Collins duly made and approved. Motion to come out of Executive Session at 8:20pm duly made and approved.

No action was taken while in executive session.

ADJOURNMENT

Motion to adjourn at 8:21pm duly made and approved.

Respectfully submitted,

Marisa Prior
Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

EXHIBIT A

Resident Services Coordinator Report Month of June 2015

East Windsor Housing Authority Calendar

The monthly calendar for July was prepared, published and posted to the community boards. A copy was delivered to each tenant's household.

Community Based Services /Programs and Activities

For the month of June, community based services, programs and activities have been identified and this information was disseminated to tenants for the month via the EWHA monthly calendar and through announcements. Dates and times of services have been confirmed and publicized as well. I met with Tenant Association Social Director to ascertain activities and events for this month and in the upcoming month of July publication in EWHA calendar. The Tenant Association Ice-Cream Social event was included.

I contacted and met with Susan Wilk, a Senior Outreach Worker from InterCommunity Recovery Centers (ICRC), on June 3rd to acquaint myself with the agency's free services available to individuals who may have a problem with substance abuse. Ms. Wilk and I are in the process of developing and scheduling an educational program for our residents for the upcoming month. I provided her with a tour of our community room and space available for the presentation.

On June 8th, a free Educational Presentation was held with the East Windsor Ambulance entitled, "File of Life". The importance of Living Wills and Do Not Resuscitate procedures were also addressed in this informational presentation. Our Executive Director and two residents participated in the program. A follow-up acknowledgement of appreciation was sent to the East Windsor Ambulance Service.

Six tenants took part in the free blood pressure screening offered through the VNA's monthly Health and Wellness Program for June.

Community Based Services /Programs and Activities Continued

I attended a free educational training presentation on Mental Health sponsored by the Area Agency on Aging and the National Alliance on Mental Health on June 17 in Waterbury. It was very informative.

Upcoming Programs and Activities

Farmers Market Program – Coupons will be available for distribution during July and August. I will post and publish the informational flyer as it becomes available.

On July 27th a free Community Education Presentation has been scheduled for our residents with InterCommunity Recovery Centers to be held in the community room. The guest speaker is a Certified Addictions Counselor, Outreach Worker. The presentation will address ways to ease stress and provide strategies for recognizing and dealing with concerns about the effects of substance use.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

Services and Referrals

During the month of June, I had the opportunity to connect with several of our tenants who have recently moved in the complex during the previous months; Unit 76, Unit 83 as well as our newest resident in Unit 54. I introduced myself and role of RSC. A welcoming packet was prepared and provided to each resident to orient them to available programs and services. Additionally, needed referrals were made as necessary.

The Annual Inspections conducted by Management initiated several requests for Assistance by management and tenants. Referrals for assistance with the need for in home services were explored and addressed, as well as assisting management and tenants with monitoring progress with in- home safety and cleanliness issues.

I continue to work with case managers through the State of Connecticut to ascertain procured services to ensure independent living and compliance with housing and management regulations.

Services and Referrals Continued

A follow-up home visit was made to a resident recently discharged from a hospital/rehabilitation facility to ensure needed in-home services were in place.

I assisted a tenant with an outstanding C L & P payment balance and was able to direct her to utilize the C L & P Matching Payment Program for ease of payment.

I assisted a resident with SNAP benefit program application process. On another visit by tenant request, I assisted with the finalization of phone interview, and set up of his benefits on his EBT card.

I assisted a resident with arranging needed transportation services.

A tenant requested information regarding free admission to State of CT parks and beaches. This information provided and was also posted to the community bulletin board.

I am currently assisting the Tenant Association with the Coffee Hour set-up, as requested by the Social Director and Management. The resident volunteer was no longer interested in a weekly commitment.

Three Welcoming Packets were assembled and distributed for the new tenants.

The daily provision of the computer and printer for residents was made available during my working hours (set up/storage).

Respectfully,

Laura Clynch,

Laura Clynch, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

EXHIBIT B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

July 2015

Management-

On Tuesday, July 14th, the ballots for the new Tenant Commissioner were counted by a representative from the Windsor North Central Woman League of Voters. Laverne Calsetta received the most votes. I have notified the First Selectman's office to arrange a time when Ms. Calsetta can be sworn in.

On Monday, July 20th, a representative from the Windsor North Central Women League of voters will return to count the ballots for the new Tenant Council officers. The Housing Authority is donating \$50 to the League for their services.

The Housing Authority has been awarded the annual Resident Services Grant for this fiscal year beginning July 1, 2015. I have submitted a request for \$22,514; the total annual payment.

Projects-

Community Hall Repairs-

I have received two quotes to repair the ceiling and walls in the community room and hallway that were damaged due to roof leaks during the winter months. The insurance payout was \$5,003. The least expensive proposal, itemized the repairs as follows:

\$ 1,775.00 (Beam would be repaired using sheet rock and textured paint) as it is now.

\$2,500 (Beam would be repaired using wood and painted or stained)

The labor to paint all the ceilings and walls would be an additional \$3,175. The additional cost for the paint would be approximately \$300.

Pavilion

A thank you note was sent to the Rotary Club for donating their time and materials to repair and replacing the shingles on the Pavilion roof at Park Hill. The Pavilion was originally constructed in memory of George Haines, Jr, a former Rotary Club member.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2015 MINUTES**

Power Washing

Maintenance has continued with the power washing; beginning with the back of apartment #76. There are three buildings that need to be completely power washed and five that still have sections to be finished.

Other Matters

The annual Conn Nahro convention will be held at Mohegan Sun on Monday August 31st and Tuesday September 1st. A discounted rate is available until July 31st. The convention has scheduled several workshops that provide important updates for Public Housing staff and Commissioners.

Policies and Procedures

I am recommending that the Policy for Storage and Storage Containers be amended to include that no storage containers be allowed either in the front or side of a residents' apartment and must only be located in the back next to the building.

Energy Efficient Upgrades

The energy efficient upgrades provided through Eversource has started with the weatherizing the apartments. During the week of July 6th, incandescent lights bulbs were replaced with LED bulbs. The windows and doors were caulked and water saving shower heads and aerators were installed. Upgrades to the exterior lights are anticipated to be completed within the next few weeks.

Grant Application

I have submitted the grant application for the Connecticut Housing Finance Authority Resident Grant Program. With the resident's input, we are applying for funds to purchase a new Bingo machine and cards, and weekly Chair Yoga classes. Having a hair stylist for shampoo and cuts was also mentioned. However, since we received funds through the same grant program last year for this service we would not be approved this year for the same "activity."

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director