

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
SEPTEMBER 21, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS –

Motion made and duly approved to add:

To Policies and Procedures 11A – Tenant Parking Policy

To New Business 13B – October 2015 Board Meeting

3. MEETING MINUTES:

The minutes of the Special Meeting of August 26, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to approve the minutes of the Special Meeting of August 26, 2015 with the following addition: page 3 16A. The Management plan was voted on. In Favor: Chamenko, Calsetta, and DeSousa. Opposed: Burnham. Motion carried.

4. PUBLIC COMMENT –

Dale Nelson. – 51 Omelia Dr. – I want to thank Marisa for the Board packet, I want to thank Laverne Calsetta for taking the commissioner position, and thank you the Tenant Association for all their efforts.

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – August 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

8. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, President

Ms. Andrews reported that they are still working on ways to reach out to the community. They have decided that with privacy issues they are going to send cards to their members only. They are in the process of writing welcome letters to new tenants along with an invitation to coffee hour. The welcome letter and Tenant Association information will be included in the Welcome Packet that is distributed to all new tenants by the RSC. The association is tentatively scheduling a craft & bake sale. It was discussed at their last meeting inviting a member of the Board but was voted against and once their minutes are posted they become public knowledge so the Board can have a copy. There has been discussion regarding fencing in the dumpsters. Area 2 had a fence which caused water and mud to accumulate and make it difficult to get to. Area 1 is really the only area that wants a fence for cosmetic reasons. We will have a pot luck breakfast on October 10th at 9:00am.

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9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

The painting of the community room and the addition of the trim board to go around the entire room to hang decorations on to the wall was discussed. It was decided that Linda would decide the size of the board to be used.

11. POLICIES AND PROCEDURE

A. Tenant Parking 15-0002

The policy was discussed. Motion made by Commissioner LeBorinous and 2nd by Commissioner Calsetta to rescind policy T04-0018, amend policy 09-0016, and accept policy 15-0002. All in favor. Motion carried.

Commissioners discussed having a public meeting just to discuss policies. Commissioner Burnham made motion to meet an additional day per month as a public meeting, Commissioner Calsetta 2nd the motion. In Favor – Burnham & Calsetta, Opposed – LeBorinous & DeSousa. Motion failed. Board members discussed and agreed to create a Policies and Procedure Sub-Committee to meet on Oct. 13th, Nov. 10th, and Dec. 15th at 7:00pm.

12. OLD BUSINESS

A. 7 Acres *

B. PILOT * - Commissioner DeSousa spoke of the legislative possible changing the PILOT program. Executive Director Collins asked if we wanted to discuss re-negotiating the agreement with the town. A time frame will be looked at on a later date.

13. NEW BUSINESS

A. Pay off of the 2011 Dodge Ram Truck, Maintenance Vehicle

Motion made by Commissioner Calsetta and 2nd by Commissioner DeSousa to pay off the 2011 Dodge Ram Truck for \$8247.81. All in favor. Motion carried.

B. October 2015 Meeting – Executive Director Collins stated she would be at a training on October 19th and possibly would not be able to attend the monthly meeting. The Board members discussed changing the date and decided to leave the date and have the meeting without the Director.

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14. Public Comment – None

15. Suggestion Box – None

16. Executive Session - None

ADJOURNMENT

Commissioner Burnham made motion to adjourn at 8:30pm. Commissioner LeBoroius
2nd the motion. All in favor. Motion carried.

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

Resident Services Coordinator Report Month of August 2015

East Windsor Housing Authority Calendar

The monthly calendar for September 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 August, 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 (member at large) to ascertain activities and events for this month and for the upcoming month of September publication for the EWHA calendar.

Throughout the month of August, I have been meeting with our newly elected Tenant Council Officers. I have also met with the newly elected President of the Tenant Association and had the opportunity to listen to the future ideas and goals of the Association.

Eight residents participated in the monthly scheduled free Health and Wellness Screenings.

Upcoming Programs and Activities

A date was selected and confirmed for next month's Community Educational Presentation. The date is September 29th and the topic will address "Over the Counter Medications and Medicine Safety." An informational flyer and sign-up sheet has been placed to the Community board. This program will be offered free of charge to our residents through the Visiting Nurse Association.

Services and Referrals

During this month, I received notice of a permanent transfer of a resident to a nursing home and one resident passed away. I met with family members, closed their files and recorded this information to the State Report as required.

A Welfare check was requested by management and conducted. The resident had been away on vacation.

Assistance was requested, and provided, for two residents regarding their Redetermination Periodic Forms required by the State of Connecticut Department of Social Services SNAP benefits program for continuance on this program. Additionally the resident was assisted with paperwork relating to continued Medical Insurance through the State of Connecticut.

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Multiple requests for assistance were made, and provided, on behalf of a resident for the return of a State Of Connecticut issued phone, the issuance of a new phone, assistance with the phone activation and to ensure the transfer of existing benefits to the new phone service.

A request was made by a resident for contact information regarding the Assurance Wireless Lifeline Program. This information was provided.

A request for information/eligibility regarding assistance benefits available through the State of Connecticut's Burial/Cremation Assistance were provided for a resident.

Assistance was requested and provided to update personal information to their File of Life Packet.

Assistance was requested through our town Human Services personnel in regard to a resident who was not compliant with the program requirements for the delivery of the Meals on Wheels Service. I notified the Conservator of the resident to work out a resolution for continued participation and continuance on this program.

Daily walk-about and home visits were conducted throughout the month.

The provision of the computer and printer for residents was made available (set-up/storage) during my scheduled hours. Additionally, during the month of August, I arranged for computer technology instruction through a peer tutor available at Park Hill for a resident.

Respectfully

Laura Clynch,

Laura Clynch, RSC

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Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

September 2015

Management-

On August 31st and September 1st I attended the annual ConnNahro convention with Marisa Prior our Executive Assistant and Marie DeSousa, one of our Commissioners. The workshops were very informative and it was a great opportunity to network with other Public Housing professionals.

South/Phelps Road

The Housing Authority continues to process the land lease fees that we collect on behalf of the Town of East Windsor. Quarterly reports ending on September 30, 2015 will be forwarded to the First Selectman's office in October.

Projects-

Community Hall Repairs-

As the result of roof leaks last winter, Accent Services will begin the repairs and painting in the community room and hallway, Saturday, September 19th.

AC/Heating Units

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The cooling system for the Community Building was not working properly and the control board needed to be replaced. The system is now working more efficiently due to the two zones now working independently and efficiently.

Other Matters-

On Thursday, October 8th, the Housing Authority will be participating in the East Windsor Senior Center's 1st Annual Health Fair. We were invited to set up a table to promote housing opportunities at Park Hill. In addition to a display of pictures we will be distributing applications and a brochure that has been created by Maria Prior, our Executive Assistant.

The annual Park Hill resident picnic is scheduled for Wednesday, September 23rd from 11:30am to 1:30pm. The staff will provide and cook hot dogs and hamburgers. Residents are being asked to bring a side dish or a beverage. We have approximately twenty five residents signed up at this time.

In October of 2014, on behalf of the CT State Prison Employees, Maria DeSousa donated \$300 towards a park bench for the residents. The bench has been ordered and will be placed near the entrance of Park Hill so that our residents can have a place to rest when walking. The total cost is \$517.88.

Policies and Procedures

I am recommending that the Policy for "Parking" be amended to include that additional approved residential vehicles must be parked in the lower level parking area. I'll be ordering more "resident" parking signs to remind visitors to park in designated visitor parking only.

Grant Application

We should be receiving notification within the next couple of weeks from the Connecticut Housing Finance Authority regarding the Resident Grant program. The grant is for new Bingo equipment and Chair Yoga classes.

Vacancies

We currently have one vacancy. It is anticipated that the new resident will move in no later than October 1st.

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Respectfully Submitted,

Linda Collins

Executive Director