

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners Chamenko, Calsetta, and DeSousa were present. Commissioner LeBorious was absent.

2. ADDED AGENDA ITEMS

Commissioner Calsetta made motion to add raises for maintenance staff and Christmas Bonuses. Motion approved and added to Executive Session as items B & C.

3. MEETING MINUTES:

The minutes of the Regular Meeting of October 19, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Chamenko, to approve the minutes of the Regular Meeting of October 19, 2015 as presented. All in favor - Motion carried.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC Quarterly Report - Motion made to acknowledge the report, motion carried

B. CHFA Quarterly Report - Motion made to acknowledge the report, motion carried

6. FINANCIAL REPORTS – October 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

Commissioner Burnham did speak briefly regarding the Special Meeting held this evening for the Board of Selectman. The Board of Selectman approved the transfer of the deed of the 7 acres to the East Windsor Housing Authority to go to a town meeting.

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

Ms. Andrews reported that at their last meeting they had 13 people attend. We've had a lot of people that we have lost in the past few months and it was discussed that we could have someone come in and talk about bereavement. It was voted on and we decided that we want it. We did speak about the dumpsters. We don't want the fencing up and Laverne made a good suggestion about having the bottom of the fencing up so the snow and mud could go out that way. We all thought that was a good idea. The heating assistance will be coming here Jan. 25th so anyone that needs help in that area could call for an appointment. I did speak about our board meeting last month and I did tell them about the ramps that were discussed and that the ones with a wheelchair would take priority. We thank you for that. I was ashamed that only 5 residents did show up at the last commission board meeting. I feel we are tenants and we belong to the association, we should come to the commission board meetings so we know what is happening. Thankfully tonight a lot more of our members showed up and I want to thank them for that. We decided that for November and December we would not be having pot luck suppers because of the holidays and we would not have coffee hour the Tuesday before Thanksgiving. We closed the meeting at 10:30.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 2015 MINUTES**

11. POLICIES AND PROCEDURE

The Personnel Policy is being reviewed. The next meeting of the Sub-Committee will be December 15th at 7:00pm

12. OLD BUSINESS

- A. 7 Acres *
- B. PILOT * - Commissioner Calsetta asked when we would be discussing the PILOT. Commissioner DeSousa stated that the dates were contract driven and it should happen about January.

13. NEW BUSINESS - None

14. Public Comment

Pauline L. #15 – I want to explain about the carts. Six years ago I shopped around and was able to get a wholesale price and we ordered 25 carts. This year I found out to get the same price I had go through the Housing Authority. I collected all the money, deposited it to my account and then wrote a check to the Housing Authority for it.

Viola A. #25 – Social Security is not giving us a raise this year. How is that going to affect our rent? Will there be a base rent increase?

Executive Director Collins will keep that into consideration when working on the budget.

15. Suggestion Box - None

16. Executive Session

- A. Performance Evaluation for Executive Director
- B. Raises for Maintenance Staff
- C. Christmas Bonuses

Motion to go into Executive Session at 7:35pm to include Executive Director Collins duly made and approved. Motion to come out of Executive Session at 8:06pm duly made and approved.

No actions were taken while in executive session.

ADJOURNMENT

Motion to adjourn at 8:07pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

Exhibit A

Resident Services Coordinator Report Month of OCTOBER 2015

Department of Economic & Community Development Quarterly Report

Statistical and programmatic figures have been gathered and prepared for the State Quarterly Report and the report was completed and filed for the 1st Quarter for Resident Services Program. This represents the programs, services and activities during the previous months of July, August and September. A copy is on file in the Office of the Executive Director.

East Windsor Housing Authority Calendar

The monthly calendar for November 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 October, 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. The on-site Haircut service was included in this month's calendar. Due to the Thanksgiving holiday, the pot luck dinner will not be held.

I met with Tenant Association Social Director (member at large) to ascertain activities and events for this month and in the upcoming month of November publication in EWHA calendar. Viola Andrew, President of The Tenant Association has provided me with a Welcome Letter from the Association to be included and distributed to our new residents in the Welcome Packet. In addition, a complimentary free coffee and donut coupon offering was included for new residents to showcase the weekly coffee social organized through the Tenant Association.

Residents have been gathering the necessary required paperwork to receive financial assistance associated with their home heating costs through the Energy Assistance Program and the Energy Assistance Checklist was posted in a timely manner.

Community Based Services /Programs and Activities Continued

During the next month, a date will be selected and secured for an on-site Outreach date to assist residents with the Energy Application.

The VNA provided the Annual Flu Immunizations for this month in lieu of the Blood Pressure/Blood Sugar Screenings. Thirteen residents took part in the flu shots. This program went smoothly without incident.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 2015 MINUTES

Upcoming Programs and Activities

Applications to receive the Holiday Food Baskets through the Local Food Pantry and the East Windsor Human Service Department are now underway. Efforts to assist both the organizations involved with this program, along with interested residents in need, were made.

I was offered, and will be attending, CPR/AED training on November 16, made possible by the ESHA.

Services and Referrals

Per the request of a resident, services being received for Meals on Wheels delivery were temporarily suspended and the appropriate service agency was notified. This resident will notify me when the service needs to resume. Also, requested by this same resident, was the confirmation of appropriate in-home services currently in place. All services were appropriate.

I was informed that one of our residents would be a permanent placement to a nursing facility. The resident file was closed and this information will be recorded in the next Quarterly State Report. One of our resident's has returned from a hospital/rehabilitation facility after a lengthy stay. Services for continued good health have been put in place and we will continue to work with several of the service providers toward this end. I was contacted by the daughter of one of our residents of her intention to apply for Power of Attorney for her mother after a recent health setback. The resident is currently in a rehabilitation facility. The daughter will notify us to the residents' progress and services to be put in place.

The in-house staff meeting scheduled for October 28, 2015 was cancelled and rescheduled for November 20th.

I assisted with office coverage/answering phones Tuesday and Wednesday, October 20 and 21, as staff was out on training.

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

During the month, I conducted daily walks throughout the facility, made home visits and updated resident's files as needed.

Respectfully,

Laura Clynch,

Laura Clynch, RSC

Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

November 2015

Management-

In preparation for future revitalization projects and redevelopment funding assistance, the Connecticut Housing Coalition with support from the The Connecticut Department of Housing is offering training seminars facilitated by consultants in the field of finance and housing development. The training is over a three month time period with each session scheduled for two consecutive days. I have been asked to attend the upcoming training which will be held on November 17th and 18th. This will be a good opportunity to become familiar with identifying funding opportunities and resources available for the Housing Authority and our future development plans.

The resident Holiday party will be held on Wednesday, December 2nd from 12:00 noon to 1:30pm. In addition to a fabulous lunch, we will have entertainment and a good time. There will be no cost to the residents.

South/Phelps Road

The executive Assistant and I met with the First Selectman to discuss the financials for the first quarter. We agreed that a follow up meeting with the Town Treasurer would be helpful for additional input on the reports.

Projects-

Water System

Recently we have had a few issues with our water system. Our maintenance staff was not able to troubleshoot an issue with the panel that services our two water pumps. Aqua Pump needed to replace a relay switch and replace some wiring. It was also discovered that there is a leak in the main water line that feeds both wells. The cost to repair the leak will be approximately \$3,500.

Eversource Energy Efficiency Program

The energy efficient upgrades to the interior and exterior lights are nearly completed. The remaining building flood lights will be replaced, as well as the ceiling lights in the Community Building hallway. I have been informed that the fixtures are on order.

Other Matters-

Policies and Procedures

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 2015 MINUTES

The Commissioners and Management staff will be meeting monthly in addition to our regular Board meeting to review our policies and procedures and revise if necessary. Both meetings are open to the public.

Small Cities Grant Application

Wagner Associates was selected to work with the Town of East Windsor to apply for funding through the Small Cities Grant program. On behalf of the Housing Authority, I will be submitting an application for funds to upgrade the fire alarm system in each building and renovate the Laundry Rooms to be ADA compliant.

Critical Needs Funding

The Connecticut Housing Finance Authority has funding available for projects that would be defined as a need that is urgent and threatens the health and safety of the residents. I continue to work on the application for replacing the sidewalks. Unfortunately, the upgrades to the fire alarm system are not considered an urgent need. As mentioned I will proceed with the funding for this project through the Small Cities Grant.

Vacancies

We currently have one pending vacancy as of November 30th.

Respectfully Submitted,

Linda Collins

Executive Director