

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

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS - None

3. MEETING MINUTES:

A. Special Meeting November 10, 2015

The minutes of the Special Meeting of November 10, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner LeBorious, to approve the minutes of the Special Meeting of November 10, 2015 as presented. All in favor - Motion carried.

B. Regular Meeting November 16, 2015

The minutes of the Regular Meeting of November 16, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Chamenko, to approve the minutes of the Regular Meeting of November 16, 2015 as presented. All in favor - Motion carried.

4. PUBLIC COMMENT

Dale Nelsen, 51 Omelia Rd – The Town of East Windsor’s Annual Meeting will be on December 29th at 7:30pm. The 7 acres will be on the agenda. I recommend that anybody from Park Hill that can be there attend the meeting.

Commissioner DeSousa presented the Board with the public notice that was printed in the J.I. It was discussed how transportation could be set up to get Park Hill residents to the meeting.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

Commissioner DeSousa mentioned that according the Courant the state budget had passed.

6. FINANCIAL REPORTS – November 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 had their meeting on December 8th at 10:00am and they had 15 people present. Minutes from the previous meeting were read by their secretary. Linda had asked if the tenants wanted to participate in an experimental accreditation program in rating housing authorities with Sandra Desrosiers from the Housing Authority Insurance Group. Our members thought this program might be beneficial to the housing authority. We took a vote and the members voted to participate. We spoke about the November 16th meeting at town hall where Denise Menard transferred the 7 acres to us. We had 15 members attend that meeting. We were all happy, we thought that we could start getting grants to start building and then we found out that it had to go to a town meeting. We felt we should have been told that night at the town meeting of this. Our new First Selectman, Bob Maynard attended the last board meeting and was given two minutes to speak and was shut off by our board because he mentioned a tenant that wasn’t present. Although we understand what was going on, all members felt that it could have been handled a little better than it was. After the meeting I did speak to our First Selectman and asked him if he would attend a Meet & Greet with the tenants. The

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meeting was set for December 17th at 10:30am. All tenants were asked to join us to welcome Mr. Maynard. Coffee Hour on December 22nd and the 29th have been cancelled and the pot luck has been cancelled. In January all activities will be held including our pot luck supper to be held January 29th at 5:00pm. Our meeting closed at 10:35am.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

11. POLICIES AND PROCEDURE

12. OLD BUSINESS

A. PILOT * - Commissioners DeSousa and LeBoriosis will present to the Board of Selectman.

Commissioner Burnham entered the meeting at 7:55pm. Motion to have Commissioner Burnham take over the meeting duly made and approved.

13. NEW BUSINESS - None

14. Public Comment

Dale Nelsen, 51 Omelia Rd – I want to thank the RSC for trying to get the 5 Corner Cupboard to come to Park Hill. The meet & greet with first selectman, Mr. Maynard was arraigned and confirmed for December 17th. I respectfully would request since Mr. Maynard is new, that when you have a meet & greet with the first, that you invite the board. The board is a lot more knowledgeable about the needs of the housing authority at this point in time until Mr. Maynard gets further along in his career. I would just ask that if you are going to send out a request that you send it out to the whole board. I saw something that said Warehouse Point Housing. Can someone explain that to me? Dale asked if they were CHFA. Commissioner DeSousa explained that they are not CHFA, they are separate. Your meetings in January and February are on a Tuesday, they are the same nights as the Board of Selectman meeting so I will not be in attendance.

15. Suggestion Box

1. Paint the rusted pipes on right side of the Housing Authority offices.
2. What happened to the tenant commissioner duly elected by the residents of Park Hill? Seems to be a discrepancy of the listing of the commissioners and their titles. On every letterhead there are five names yet there is no mention of the tenant commissioner. Therefore one person is serving double duty. How long will this last? I feel the person filling double duty should have both titles listed by their name.
3. Thank you for the Christmas Party but maybe we could have a little more variety on food for next year. Perhaps some chicken, the peppers were not too good on my stomach.
4. Would it be possible to have the X-mas party later in the month?

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16. Executive Session

Motion to recess at 8:03pm duly made and approved. Motion made by Commissioner Chamenko to resume at 8:10pm, 2nd by Commissioner LeBorious. All in favor – Motion carried. Motion made by Commissioner Chamenko to come out of Executive Session at 9:00pm, 2nd by Commissioner LeBorious. All in favor – Motion carried.

A. 7 Acres

B. Performance Evaluation for Executive Director

Motion made and duly approved to accept template for Executive Director performance.

ADJOURNMENT

Motion to adjourn at 9:01pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

Resident Services Coordinator Report Month of NOVEMBER 2015

East Windsor Housing Authority Calendar

The monthly calendar for December 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 November, community based services, programs and activities have been identified. This information was disseminated to tenants for the month via the ESHA monthly calendar and through announcements. Dates and times of services have been confirmed and publicized, as well, in this month's calendar.

Throughout the month of November, many of our residents sought out information and assistance to receive a holiday Thanksgiving Food Basket. In the course of working with Marie Groves, Coordinator of The Five Corner Cupboard Food Pantry, she suggested that for next year she will consider providing on-site outreach to assist residents with the intake application process in an effort to streamline this process for our residents. We were fortunate to have a resident of Park Hill offer to volunteer to drive residents to the church for pick-up of their holiday basket for residents unable to arrange transportation for their holiday basket pick-up.

Five residents took part in the monthly VNA Health and Wellness Program held November 10th, offering free blood pressure/blood sugar screening.

An on-site Outreach date to assist residents with the application process for the Energy Assistance Program benefit was selected, and confirmed. A notice/flyer to this effect was posted to the Community bulletin board. Many residents have already called to reserve their appointment and are taking advantage of this service.

I attended the CPR/AED training on November 16th, made possible by the ESHA. A certificate of completion will be forthcoming.

Community Based Services /Programs and Activities Continued

Residents have requested to have a guest speaker to address coping with loss after the recent loss of several residents from Park Hill. I will arrange to have a speaker available in the upcoming month of December.

Upcoming Programs and Activities

On December 2nd, the Annual Holiday Party will be held.

The date was selected and secured for the Community Education Bereavement Program for December 3rd. A flyer and sign-up and announcements will be made up to alert the residents of this upcoming program.

A "Meet and Greet" with First Selectman, Mr. Maynard was arranged and a date and time confirmed for December 17th.

The distribution date for the Christmas Holiday Food Basket Program will be December 18th.

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Services and Referrals

Throughout the month, I conducted regular walks throughout the facility, made home visits and updated resident files, as needed. I conducted a Wellness check for one of our residents after EMS was dispatched. A request for a Safe Link application and assistance was made and provided. A follow up visit was made with the resident and the resident will be receiving his phone shortly. At the end of November, a resident vacated Park Hill to a private residence. The residents' file was closed and this information will be recorded in the next Quarterly State Report.

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

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Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December 2015

Management-

On Tuesday, December 8th, the Executive Assistant and I attended the Small Public Housing Committee meeting hosted by ConnNahro. The primary topic of discussion was the new proposed budget and financial reporting format. The new reporting process will allow for more flexibility and user friendly options. The Department of Housing and the Connecticut Housing Finance Authority will continue to schedule additional meetings and trainings before the actual implementation of the new format scheduled for 2017.

As of February 1, 2016 the term for the existing Tenant Commissioner will expire. The process for electing or nominating a new Commissioner is under way. So far, the response from the residents has been in favor of conducting another election. The deadline is December 31, 2015 for proposed nominations.

South/Phelps Road

The Housing Authority continues to process the land lease fees on behalf of the Town of East Windsor.

Projects-

Water System

Recently we have had a few issues with our water system. In addition to replacing a relay switch Aqua Pump replaced the main water line that feeds both wells. The cost to repair the leak was \$3,775. I have contacted the local Water Department to discuss the option of converting our well system to the Town water supply.

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. Replacing the Park Hill sidewalks qualifies

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for this funding. A percentage of our reserves may need to be used towards this project if we choose to proceed with the project.

Other Matters-

Policies and Procedures

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

On Wednesday, December 16th I will be meeting with Wagner Associates to discuss the upcoming application 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.

New Laundry Service

The repair service and timeliness with our current Laundry Company has increasingly become an issue. The contract expires in December 2016. I have been interviewing other companies and checking references.

Vacancies

We have one vacancy.

Respectfully Submitted,

Linda Collins

Executive Director