

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
FEBRUARY 16, 2016 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, and M. DeSousa were present. Motion made by Commissioner DeSousa to recess at 7:01, 2<sup>nd</sup> by Commissioner Calsetta. Motion passed. Motion made by Commissioner DeSousa to come out of recess at 7:07, 2<sup>nd</sup> by Commissioner by Commissioner Calsetta. Motion passed. Commissioner A. Chamenko arrived at 7:16. Commissioner E. LeBorious was absent.

**2. ADDED AGENDA ITEMS –**

Motion duly made and approved to add:

CHFA Quarterly Report to Legislative Bills and Communications as item 5B.

Motion duly made and approved to add:

Minutes from the February 11, 2016 Tenant Association Meeting to Report of the Tenant Association Board as item 8B.

Motion duly made and approved to add:

J.R. Russo to New Business as item 13A.

**3. MEETING MINUTES:**

**A. Regular Meeting January 19, 2016**

The minutes of the Regular Meeting of January 16, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta, to approve the minutes of the Regular Meeting of January 16, 2016 as presented. All in favor - Motion carried.

**B. Special Meeting February 9, 2016**

The minutes of the Special Meeting of February 9, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta, to approve the minutes of the Special Meeting of February 9, 2016 as presented. All in favor - Motion carried.

**4. PUBLIC COMMENT –**

Dale Nelson, 51 Omelia Rd – Ms. Nelson could not attend the meeting but sent an email:

“Thank you for the packet with great information. Reviewing the packet, I was sorry the Tenants Association felt my "words were strong and out of place". My intention was not to tell them how to run their meetings, but to let them know that I personally would have liked the same opportunity to sit with the Association and get to know them as well. Please apologize as my intentions were misunderstood. I have Monday's off, and would like the opportunity to have coffee whenever with the Association would like”.

**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

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**6. FINANCIAL REPORTS – January 2016**

Motion made to acknowledge financials, motion carried

**7. REPORT OF THE FIRST SELECTMAN – None**

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

**A. Minutes from January 12, 2016**

**B. Minutes from February 11, 2016**

Ms. Andrews reported that their scheduled meeting for February 9<sup>th</sup> was canceled due to weather conditions. She asked Linda if they could meet on February 11<sup>th</sup> along with her Director's meeting at 10:00am. Minutes from the previous meeting were read by their secretary at their meeting. She spoke about the last two board meetings. She felt the board is more concerned about their needs and is working to make things better for them. The PILOT and generator were discussed. A get well card was sent to Marie DeSousa. Linda had asked suggestions for celebration for the 7 acres. All town Selectman and all board members will be invited. Appetizers, desserts, and coffee will be served. It will be held on Friday, March 11<sup>th</sup> at 6:00pm. Other functions included a free party pizza for the residents on Saturday February 13<sup>th</sup> at 5:00pm and our pot luck supper to be held Friday February 26<sup>th</sup> at 5:00pm. The pot luck supper for March has been cancelled because of Good Friday. Our meeting closed at 10:45am.

**9. REPORT OF THE RSC**

Hereto attached as Exhibit A

**10. REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Collins mentioned a public town meeting to be held on Monday, March 14<sup>th</sup> at 6:00pm at town hall regarding the Small Cities Grant. Everyone is encouraged to attend.

Hereto attached as Exhibit B

**11. POLICIES AND PROCEDURE**

Next meeting will be March 15, 2016 at 7:00pm

**12. OLD BUSINESS**

**A. PILOT \***

**13. NEW BUSINESS**

A. J.R. Russo - Commissioner Burnham in their office, they do not have a survey on file. JR Russo did come out and stake the property.

**14. Public Comment - None**

**15. Suggestion Box - None**

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**16. Executive Session**

Motion duly made and approved to go into Executive Session to include Executive Director Collins and Executive Assistant Prior at 7:50pm. Motion duly made and approved to come out of Executive Session at 8:20pm. All in favor – Motion carried.

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

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## ***Exhibit A***

### ***Resident Services Coordinator Report Month of January 2016***

#### ***Department of Economic & Community Development Quarterly Report***

The Department of Economic & Community Development Quarterly Report for State of Connecticut was completed and filed with the State for the 2<sup>nd</sup> quarter. A copy of this report is on file in the office of the Executive Director.

#### ***East Windsor Housing Authority Calendar***

The monthly calendar for February 2016 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 January, 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 in this month's calendar. The chair yoga offering has been changed from Thursday to Friday afternoon and this change was reflected into the current calendar. Hairdressing services, on-site, have been included as well.

During the month of January, this office met with the Officers of the Tenant Association to ascertain upcoming programs and activities in the upcoming month's calendars for publication for our residents. After a holiday hiatus, the monthly pot luck dinners will resume and a Valentine's Day event has been added.

The Visiting Nurse Association 2016 schedule of Blood Pressure and Blood Sugar Screening dates for Park Hill was obtained, published and a flyer was posted to the community board.

St Catherine's Church Mobile Foodshare schedule has been obtained for the months of January through the end of April 2016. This flyer was posted and included the location, date and time of this community based service for residents.

Seven residents took part in the monthly VNA Health and Wellness program, offering free blood pressure/blood sugar screenings held on-site January 12<sup>th</sup>.

#### ***Community Based Services /Programs and Activities Continued***

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Sixteen residents took part in the On-Site Energy Assistance Outreach held on January 25<sup>th</sup> in Park Hill's Community hall. Appreciation was expressed to the town of East Windsor's Human Services staff for this program offering and for the convenience of this service for the residents of Park Hill. A second On-Site Outreach date will be secured and scheduled in March of 2016 for anyone who may have been unable to attend the January date.

I registered and participated in a Webinar training class entitled, "Medicare for People with Disabilities, Eligibility and Enrollment" held January 21<sup>st</sup>. Topics discussed included waiting periods for Medicare coverage; Medicare cost-sharing assistance programs. This webinar was provided pursuant to a grant from US Administration on Community Living, free of charge.

I attended the in-house staff meeting scheduled for January 27, 2016.

***Services and Referrals***

An updated listing for Important Number/Social Services Agencies with corresponding phone numbers has been amended, updated, and posted to the Community Board. This will enable residents to utilize this list as an easy point of reference and referral sheet, as needed.

I was able to meet with our newest residents that moved in during the month of December. Welcoming packets were prepared and distributed. Additionally, throughout the month, home visits were conducted and resident services files were updated. One of the residents who had applied for assistance for SNAP benefits are now receiving those benefits; one of our resident's sought out assistance for Medicaid enrollment; another resident had a concern for another resident residing at Park Hill seeking out increased in-home health care services. Home visits were made and those concerns were addressed. Several residents were assisted with gathering and putting paperwork in place for various benefit programs. Follow-up home visits were made for two residents that had been recently been hospitalized. A wellness check was conducted, per management's request, after a brief hospital stay. Daily walks throughout the facility were conducted. 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**

**February 2016**

#### **Management-**

As of February 1, 2016 Laverne Calsetta will continue to be the Tenant Commissioner for the Housing Authority. Ms. Calsetta has been officially sworn in by the Town of East Windsor. Congratulations!

Last month, The Executive Assistant and I met with our CHFA Asset Manager, Penny Fisher for a Management review. As part of the review, she conducted a physical inspection of the property as well. There were no serious findings. While she was here, she recommended that we open a separate checking account under the East Windsor Housing Authority. Park Hill and South Road will continue to have their own accounts. This has been completed.

The Executive Assistant recently attended a workshop regarding the recertification process for residents in the State of Connecticut sponsored apartment communities. Various regulatory updates were provided by the Department of Housing and attendees had an opportunity to ask specific questions pertaining to recertifying their resident population. In addition, our management staff conducted a meeting with the Park Hill residents to review the annual recertification process that started February 1<sup>st</sup>. The residents thought that the meeting was very useful in order to be better prepared with their documentation for their recertification appointment.

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The Connecticut Housing Finance Authority has the resources to recommend the services of independent consultants for new developments and or improvements to existing properties. Per our CHFA Asset Manager I have been in contact with the consulting firm, TAG Associates. They are currently developing a strategy for architectural planning and options for available state funding applicable for the 7 acres and Park Hill.

**South/Phelps Road**

Since the Town of East Windsor is presently preparing the budget for the next fiscal year, I suggested to the First Selectman that we may want to discuss the current financials for South Road. There are a few homeowners who are delinquent on their land lease fees creating a shortfall on income and anticipated expenses.

**Projects-**

**Mold**

As previously noted in my last monthly Board report, mold was evident in one of our apartments and confirmed by a roofing contractor and an environmental hygienist. It was also questionable that there was a possible mold issue on a few of the level one bathroom ceilings. The cause of the mold in a total of four apartments was determined to be from the insulation in the attic areas not being distributed properly. This has been corrected and the apartments were retested for mold by a professional environmental hygienist. A report will be sent to our office. All eighty four apartments were inspected by the roofing contractor for any evidence of mold. Some bathrooms had a limited amount of mold on the walls that can be addressed by our maintenance staff.

**Water System**

I have contacted the local Water Department to discuss the option of converting our well system to the Town water supply. Their Engineering Department has contacted me and is asking for any blue prints that we have on our current well system. I am in the process of gathering this information.

**Critical Needs Funding**

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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 for this funding. A percentage of our reserves may need to be used towards this project if we choose to proceed with the project. I continue to work with CHFA on processing the application.

**Other Matters-**

**Policies and Procedures**

The commissioners and management continue to meet the second Tuesday of every month to review our policies and procedures.

**Small Cities Grant Application**

On January 28<sup>th</sup> I attended a workshop sponsored by the Department of Housing regarding the application process for the Small Cities Grant.

On behalf of the Housing Authority, I will be submitting an application for funds to upgrade the fire alarm system in each building, renovate all three Laundry Rooms to be ADA compliant and apply for a new generator. At our last Board meeting \$4,380 was approved for the cost to develop plans for a new generator as required for the application. I have since been informed that we now need to include additional information per Wagner Associates, (the company working on the application.) The purpose is to increase our points on the architectural drawings/plans. The cost will be an additional \$950. Therefore, the total cost including the plans for the generator to the architect will be \$5,330.

**Vacancies**

We have one scheduled move in for March 1<sup>st</sup> and no pending move outs.

Respectfully Submitted,

*Linda Collins*



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Executive Director