

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 21, 2016 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, A. Chamenko, and M. DeSousa were present. Commissioner E. LeBoriosis was absent.

2. ADDED AGENDA ITEMS –

3. MEETING MINUTES:

A. Regular Meeting February 16, 2016

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

B. Special Meeting March 11, 2016

The minutes of the Special Meeting of March 11, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta, to approve the minutes of the Special Meeting of March 11, 2016 as presented. All in favor - Motion carried.

4. PUBLIC COMMENT –

Kathy Pippin 37 Woolam Rd – You had your celebration two weeks ago Friday, we apologize we couldn't make it. We had a tractor meet for the farm that had the fire. We would have been here, you know how much I like everyone here.

Marie DeSousa – I want to thank everyone that took the time to come out on March 14th for the small cities grant meeting. It was approved at the next selectman's meeting. Several of us were asked to put in writing our ideas. Laverne did and some of the people that were there did and I know they were submitted to Linda the following day. I hope the little extra will push the state to give us the grant.

Dick Pippin 37 Woolam Rd– When we have the town meeting, I really hope you can get as many people to show up as you can. I hope there are no problems after as many years as it took to get the thing this far. I don't want it to fall apart.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

6. FINANCIAL REPORTS – February 2016

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN –

Commissioner DeSousa asked if First Selectman Maynard had been invited to our meetings. Executive Director Collins will contact him. Commissioner Burnham suggested that we remove the word "first" so any selectman that attend can make a report. He then asked Mr. Pippin, Deputy First Selectman, if he had anything to add. He stated he hadn't prepared but would that he'll do anything to support us. I'm happy to see the small cites grant taken care of and the sooner we break ground the better.

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8. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Secretary

Jeanne read the minutes of the March 8, 2016 meeting (Hereto attached as Exhibit A). She stated that the association decided to get a plaque in Carmela's honor and to plant a tree as well.

9. REPORT OF THE RSC

Hereto attached as Exhibit B

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit C

11. POLICIES AND PROCEDURE

A. Personnel Policy –

Commissioner Calsetta made motion, 2nd by Commissioner Chamenko, to approve the revised Personnel Policy with discussed changes.

12. OLD BUSINESS

A. PILOT * - Commissioner DeSousa-

Commissioner DeSousa and Executive Director Collins met with First Selectman Maynard and the town treasurer. Commissioner DeSousa would like to have the Housing Authority put on the agenda of the next Board of Selectman meeting to discuss the PILOT. Executive Director Collins will call and have this done.

13. NEW BUSINESS

14. Public Comment -

Dale Nelson, 51 Omelia Rd – Thank you very much for that reception for the 7 acres, it was wonderful. Thank you to the residents and the association. It was really a nice evening, I really enjoyed it. South Rd, what has been done about collecting that money? You have 5 out of 16 that are not paying. That is huge, that sets an example to the rest of them. Have you gotten a Tax Assessor or an attorney involved?

Executive Director Collins stated that she has made First Selectman Maynard aware of the situation and he was to bring it to the board.

Dale Nelson – He did, but nothing has been done. O.K., so that's for me to take up on my end. We need to do something drastic and fast otherwise we're going to lose control. We just rescued them from one cluster and it would be a shame for us to get stuck in the middle.

Dick Pippin – 37 Woolam Rd – The first thing would be to send them a "nasty" gram from the town attorney or the selectman's office.

Dale Nelson – The tax collector should be assisting them.

Commissioner DeSousa – It's in the contract what has to be done.

Dick Pippin – I've never seen a copy of the contract. I was off the Board of Selectman when that all happened.

Dale Nelson – We didn't get the contract.

Commissioner DeSousa – Linda will send you the contract.

John Burnham – I never intentionally try to miss events we have up here. Life is just jammed up sometimes and you have to pick and choose. Tonight for example, I missed the fire department meeting, I was sure it would just be 10 minutes. It's a balancing act and you do the best you can.

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Dale Nelson – The Resident Service Coordinator, that's a grant position right? What do we need to do now so you can get that position filled?

Commissioner DeSousa stated that the Housing Authority would fill the position.

Jeanne Swicklas – 20 Park Hill – This is really cool with you guys and them (referring to Dale, Dick, & Kathy) being here. We're all working together. For a long time we didn't do that and we worked hard to get to this.

15. Suggestion Box – None

Motion duly made and approved to go in to recess 8:000pm. Motion made and duly approved to come out of recess 8:05pm.

16. Executive Session

Motion duly made and approved to go into Executive Session to include Executive Director Collins and Executive Assistant Prior at 8:05pm. Motion duly made and approved to come out of Executive Session at 8:30pm. All in favor – Motion carried.

Action taken: Executive Director Linda Collins will adjust office hours accordingly to cover all services performed by the RSC. The position will be posted.

ADJOURNMENT

Motion to adjourn at 8:31pm duly made and approved.

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

March 8, 2016

Tenants Association Meeting Minutes

Present at the meeting were as follows:

President Viola Andrews

Secretary Laverne Calsetta

Treasurer Jeanne Swickles

Also present at the meeting were several Tenants.

President Viola opened the meeting at 10:00am. She talked about the meeting that is coming up on March 16th at 7pm. The grant that we put the application in for is concerning updating the fire alarms. And also, fixing and improving the laundry rooms, for it is a safety hazard right now. We also need a new generator.

Viola stated that there was a meet with Penny Fisher about funding for the 7 Acres. We are also in need of some side walk improvement as well.

Viola brought up a Tag Sale for Sharleen, in her absence. Possibly on Saturday May 14th and 21th.

Jim stated that Saturday May 7th and 14th would be better for a tag sale. All were in agreement.

Celebration Meeting on March 10 at 7pm in the Community Hall. For all the Selectman and Commissioners. Appetizers and desserts and refreshments would be served.

There will be no Pot Luck in March.

We asked (myself and Viola) asked Linda to join our Tenants Association Meeting at that time, it was said that we would like to see more people at our commissioners meetings. And our meeting in general. There would be a director meeting on Thursday at 10:00am.

Viola read: Remember Carmela (SEE ATTACHED LETTER).

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Remembering Carmella

Many of us know Carmella Mills our vice president of the Park Hill Tenant Association passed away February 27, 2016. Carmella served as first president of our Association. At this time we were forming our format that included writing our bylaws and getting our memberships registered with the state of Connecticut as a legal tenant Association.

A town official, our Housing Authority board, and some of our tenants resisted the idea of our members succeeding. Some of our members received abusive treatment and Carmella as president received the most. With her strong leadership we overcame all obstacles and formed the Park Hill Tenant Association.

Carmella Mills served 3 years as our association's first president and recently served as vice president.

Carmella was also my dearest friend. I loved her, I will miss her and all of us will always remember her for the caring courageous woman that she was.

Viola R Andrews
(President Park Hill Tenant Association)

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EXHIBIT B

**Resident Services Report
East Windsor Housing Authority
March 2016**

In the absence of a Resident Services Coordinator for Park Hill, the Executive Director and the Executive Assistant will be providing services and programs for the residents. The following monthly report has been written by the Executive Director.

Resident Activities

The Tenant Association continues to sponsor various resident activities such as Coffee Hour scheduled for every Tuesday morning and monthly pot luck suppers. The Tenant Association continues to provide an integral role with the well-being of the Park Hill residents and liaison to management.

Community Programs

The Visiting Nurse Association provides a monthly free blood pressure screening at Park Hill. On March 15th a representative from the VNA again visited Park Hill and presented an educational discussion regarding “Preventing Hospitalization and Re-hospitalization” to our residents. Approximately seven residents attended. Food Share has a mobile truck that continues to distribute free food from the Saint Catherine’s parking lot every other Friday. Several of our residents participate with this very important program.

A representative from the Town of East Windsor Social Services Department will be at Park Hill on March 21, 2016 to assist our residents with the Energy Assistance application. This is a wonderful program to help our residents with their utility bills.

Upcoming Resident Programs

Classes for Chair Yoga will continue this Thursday, March 24th at 1:30pm in the Park Hill Community Hall. A new instructor will be teaching the classes. Due to personal reasons, the previous instructor could no longer commit to teaching on a weekly basis. This program is funded through a state funded grant for one year.

Approximately, every eight to twelve weeks, we have a hairstylist available in the Park Hill Community Hall to cut our residents’ hair for a \$12.00 fee. Several of our residents participate and find it to be very affordable.

Respectfully Submitted,

Linda Collins

Executive Director

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

March 2016

Management-

I recently met with the consulting firm, TAG Associates to discuss development plans for the 7 acres and capital improvements for Park Hill such as upgrades to the bathrooms and kitchens in the apartments. TAG Associates is an independent consulting firm recommended by the Connecticut Housing Finance Authority as part of the revitalization movement for Housing Authorities.

The Resident Services Coordinator resigned on March 14, 2016. Until this position is filled, the responsibilities of this position will be shared by the Director and the Executive Assistant.

On Friday evening, March 11th, the residents and staff hosted a celebration for the recent acquisition of the 7 acre parcel that was formerly owned by the Town of East Windsor. Several members of the Board of Selectmen and Board of Commissioners were present as well. Many thanks to all the residents who brought a variety of delicious refreshments.

South/Phelps Road

I met with the First Selectman to discuss the delinquent land lease fees resulting in a shortfall on income and anticipated expenses. A few of the South/Phelps Road homeowners are not paying their fees. The First Selectman will be presenting this issue to the Board of Selectman for a resolution.

Projects-

Mold

As previously noted mold was evident in a few of our apartments due to the insulation in the attic areas not being distributed properly. This has been corrected and the apartments effected were retested for mold by a professional environmental hygienist. The results indicate that the mold has been eradicated.

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Water System

The Utility Superintendent from Connecticut Water will be reviewing the blue prints for the Park Hill current water system. We can then discuss further options for converting our well system to the Town water supply.

Other Matters-

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 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.

Small Cities Grant Application

I am continuing to work with Wagner Associates on the application for funds to upgrade the fire alarm system in each building, renovate all three laundry rooms to be ADA compliant and replace our existing generator. The application is due April 11th. On Monday, March 14th there was a Public Hearing held at the Town of East Windsor specifically to discuss the Small Cities Grant. There was no public opposition to the planned projects. Several of the Park Hill residents attended to support the proposed projects.

Capital Improvement Fund

An application was submitted to the Connecticut Housing Finance Authority for funds to replace the exterior front and back door apartment light fixtures. The State will match the dollar amount up to \$25,000 for each development that has recently been completed a project by a Housing Authority. Our recent energy efficient upgrades by Eversource for each of the three Park Hill phases (levels) will qualify for this program. The total incentive cost of the upgrades was \$46,871. The new light fixtures and installation will cost \$46,982.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director