

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
APRIL 18, 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. LeBorious was absent.

2. ADDED AGENDA ITEMS –

Motion made and duly approved to add Policy 13-001 - Pet Management as 11A and Policy #09-0013 – Appliances as 11B.

3. MEETING MINUTES:

A. Regular Meeting March 21, 2016

The minutes of the Regular Meeting of March 21, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta, to approve the minutes of the Regular Meeting of March 21, 2016 with the correction to item 4. Public Comment: Marie DeSousa did comment that she submitted a letter to Linda Collins regarding the Small Cities Grant. All in favor - Motion carried.

4. PUBLIC COMMENT –

Viola Andrews 25# - Spoke about the possibility of Park Hill switching over to town water.
Hereto attached as Exhibit A

Khan Khosro #24 – I am very concerned about that.

Richard Frary #5 – Have you ever entertained approximate cost?

Jeanne Swicklas #20 – We all agree with what Viola said.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

6. FINANCIAL REPORTS – April 2016

Motion made to acknowledge financials, motion carried

7. REPORT OF THE BOARD OF SELECTMEN – Dale Nelson

PILOT will be discussed at the Board of the Selectmen meeting tomorrow night. I think it's going to be in Executive Session since it was not on the agenda. East Windsor is off the chopping block for the state police facility. They took East Windsor and Willington out of consideration.

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

Viola opened the meeting at 10:00am. Minutes from the previous meeting were read. They discussed the new RSC that will be filling in temporarily part time. They also discussed the possibility of Park Hill converting over to town water. The ballots for nominations for the Tenant Association Board are out. One of the tenants is at Vernon Manor and will be coming home soon. The Pot Luck supper to be held on Friday, April 29th was discussed along with the upcoming tag sale on May 14th and a strawberry shortcake social on June 11th. The plaque for Carmela came in with a typo so it was sent back and should be done soon. They may purchase a Blackeyed Susan plant in honor of Carmela as well. Meeting adjourned at 10:45am.

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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. Pet Management #13-001 – Commissioner DeSousa made motion, 2nd by Commissioner Chamenko to amend the policy to add: For new tenants moving in, once the pet is registered as a pet and the fee is paid, the fee would not be returned if the tenant decides the pet is a “service” pet.

In favor – Commissioners DeSousa and Chamenko, Opposed – Commissioner Calsetta. Motion did not pass.

B. Appliance #09-0013 – Commissioner Chamenko made motion, 2nd by Commissioner DeSousa, to approve the amended Appliance Policy to add: Resident is responsible for removal of said appliance(s). All in favor - Motion carried.

12. OLD BUSINESS

A. PILOT *

13. NEW BUSINESS

A. Annual Calendar of Commissioner Meetings – Commissioner Calsetta made motion, 2nd by Commissioner Chamenko, to approve the 2017 Board of Commissioner Meeting Dates with the correction to the June date. All in favor - Motion carried.

B. Election of Officers – Commissioner DeSousa made motion, 2nd by Commissioner Chamenko, to keep officers as they currently are: John Burnham – Chair, Laverne Calsetta – Vice-Chair, Marie DeSousa – Secretary, Elizabeth LeBorious – Treasurer, and Alexandra Chamneko – Assistant Treasurer. All in favor - Motion carried.

14. Public Comment –

Jeanne Swicklas #20 – I want to thank Linda for giving us the chance to talk at the meeting last week (with the architect) to let our opinions be known about what we would like to be done, to be able to discuss what we need and what we are living with. It was nice, a lot of people don't ask us our opinion.

Cherie Martyn #84 - I want the board to know we are pleased with Linda. She is shown good leadership with kindness and patience. She shows a lot of thoughtfulness and very respectful. It's brought her a lot of trust. You guys made a good decision with her.

Denise Menard 73 Miller Rd. – Thank you for your support, those of you who have supported me here. I just want to clarify one thing. At the last Board of Selectman meeting Linda reported that she was doing 10 extra hours and Marisa was and she commented on how difficult it was. I'm not working right now, and I thought I could use my skills and connections. I know the state legislature, I know a lot of people around to be able to get things done quickly if I can help. I'm just here to help Linda, take that extra 10 hours off of her. There is no other motive but to help the residents of Park Hill, to help Linda and to help Marisa.

Viola Andrews #25 – I was wondering why the ad was not put in the regular newspaper?

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Commissioner DeSousa responded that it is a temporary position until June 30th and it has not been advertised in the paper because the funding for the next fiscal year is uncertain.

Executive Director Collins did mention during her report that it is advertised on the CARSCH and Conn-Nahro websites.

15. Suggestion Box –

1. New flag for the front of the building.
2. Can you paint the rusted pipes in the front?

16. Executive Session - None

ADJOURNMENT

Motion to adjourn at 8:45pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

I'm Viola Andrews, President of the Park Hill Tenant Association. As president I speak for residents concerns. Our greatest concern is why our Housing Authority Board is reviewing options for connecting our well system to the town water supply. No resident is in favor of this happening.

We know water inspections of our well system is done once a month and no problems have been found with our water supply. Also our water tastes much better than town water and our water is free.

If we convert to town water we'd be paying for piping and labor needed to convert our system. Our water usage is not metered now, but will be with town water, This could increase our cost of sewer usage.

Another concern is if the water company put in new piping our lawns and sidewalks would be torn up. Who will pay for reseedling and seeding to repair lawns and work needed to repair sidewalks. Also residents would be without water for who knows how long.

If the water company decides to use our pipe system will they be using our well water. This would result in them using free water and charging residents for it.

Many residents know that the Connecticut Water Company for many years has wanted to purchase our water supply. Will the purchase of our water system be what our Housing Authority Board feels will make this more cost effective.

Our residents want to know how paying for piping, labor, paying more for sewer usage and paying for water that now is free is more cost effective than fixing our water storage tank and repairing our own piping when we have a problem with them.

Our residents feel if something not broken, don't fix it or change it.

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Exhibit B

Resident Services Report
East Windsor Housing Authority

April 2016

Resident Activities

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event.

The next pot luck supper will be held on April 25th at 5:00pm.

We continue to have Bingo every Wednesday. There are approximately a dozen residents that participate every week.

The monthly calendar continues to be prepared and distributed to each household.

Community Programs

On April 19th a representative from Hartford Health Care Senior Services will be here to do a presentation on Memory Loss. All residents have been invited.

An updated schedule has been obtained and posted on our Community Bulletin Board. 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 May 16th and June 13th to assist our residents with the Renters Rebate application.

Several residents continue to take part in the monthly VNA Health and Wellness program. They offer free blood pressure/blood sugar screenings the second Tuesday of every month from 9:00 – 10:30.

Upcoming Resident Programs

We are looking for a new instructor for Chair Yoga. The previous instructor is moving back to Colorado. She will assist in finding a replacement. This program is funded through a state funded grant for one year.

Pam, our hairstylist, will be back on April 25th. She has built a client base with our residents and her appointments are all full every time she is here.

Reporting Requirements

The Department of Economic & Community Development Quarterly Report for State of Connecticut will be completed and filed with the DOH by the end of this month. A copy will be included in next month's Board packet.

Respectively Submitted,
Marisa Prior
Executive Assistant

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

April 2016

Management-

An architect from TAG Associates an independent consulting firm recommended by the Connecticut Housing Finance Authority as part of the revitalization movement for Housing Authorities will be at Park Hill on Friday 4/15 to introduce himself and have a preliminary meeting with staff, commissioners and residents to discuss plans for the upcoming development of the 7 acres and capital improvements to Park Hill. There will be additional meetings in the near future.

The Resident Services Coordinator resigned on March 14, 2016. A temporary staff person, Denise Menard was hired to share the position with the Executive Assistant until the position is filled by a permanent RSC. Welcome Denise!

On April 5th the Housing Authority presented to the Board of Selectmen a request that the PILOT remain at 7%. The First Selectman requested that a review of a full year of expenses and income history be forwarded to the Board. The most recent independent audit was sent to the entire Board. (2013-2024)

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. Letters have been sent by the Town of East Windsor to the homeowners who are delinquent on their land lease fees.

Projects-

Satellite Dishes

Maintenance staff recently removed a total of twelve satellite dishes from the roofs of Park Hill. They were not in use and the company that originally installed these dishes will not remove them. There are two remaining roof top dishes currently being used. Going forward, dishes will need to be installed in the ground and the resident is responsible for the removal of the dish when it is no longer in use.

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Water System

The Utility Superintendent from the Water Department is currently reviewing the blue prints for the Park Hill current water system and future options for supplying water to the 7 acres.

Other Matters-

Critical Needs Funding

The Connecticut Housing Finance Authority has offered Housing Authorities an opportunity to apply for funds for improvements that are considered a health or safety issue for residents. I have been working with our CHFA Asset Manager to secure funds to replace the sidewalks at Park Hill. As part of the process I have contacted an architect who is willing to prepare the bid packets including specifications and plans for new concrete sidewalks. His fee totally, \$13,500 would be paid from the project funds. In light of the recent budget cuts, I am waiting for confirmation from our Asset Manager that the funds are still available and that we should proceed with the application.

Small Cities Grant Application

Wagner Associates has submitted the application by the deadline; April 11th. It is anticipated approved applications will be announced between July and October of 2016.

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 would match the dollar amount up to \$25,000 for each development that had recently completed a project by a Housing Authority. Our recent energy efficient upgrades by Eversource for each of the three Park Hill phases (levels) qualified for this program. The total incentive cost of the upgrades was \$46,871. The new light fixtures and installation cost \$46,982. Unfortunately, the funds for this program have been cut back and our application was not approved. However, I have been encouraged by the Connecticut Housing Authority to secure additional energy upgrades from Eversource and proposed additional matching funds may be available.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins,

Executive Director