

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 16, 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, E. LeBorious, and M. DeSousa were present.

2. ADDED AGENDA ITEMS –

Motion made and duly approved to add to New Business – Flathead Electric

3. MEETING MINUTES:

A. Regular Meeting April 18, 2016

The minutes of the Regular Meeting of March 21, 2016 were reviewed by all Commissioners present. Commissioner LeBorious made motion, 2nd by Commissioner Chamenko, to approve the minutes of the Regular Meeting of April 18, 2016 with clarification to #14 Public Comments – Executive Director has advertised the permanent position of the RSC, not the temporary position that is currently being filled by M. Prior and D. Menard on the CARSH & Conn-Nahro websites, not in the newspaper. All in favor - Motion carried.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC DOH Quarterly Report

6. FINANCIAL REPORTS – April 2016

Motion made to acknowledge financials, motion carried

7. REPORT OF THE BOARD OF SELECTMEN – Robert Maynard

First Selectman Maynard stated he was very pleased that the 2 bond issues passed. We will be bonding for 2.7 million for roads and the dam maintenance and 2.7 million for the Middle School roof. I think the town is pretty good as far as the infrastructure is concerned. We had a very good meeting, and you given the PILOT agreement to share with your board.

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

Viola read the minutes of the May 10, 2016 meeting (Hereto attached as Exhibit A). She stated that the association spoke about the last board meeting and Ms. Menard. A copy of our last month's minutes wasn't included and the paper that I wrote about the water, if Mr. Maynard wanted a copy, she had one for him. She did mention that Ms. Menard's position was temporary and the permanent position is posted. Jeanne S. did pass around the plaque that was purchased for Carmela, and stated they decided to purchase a solar owl to be placed at the base of the tree purchased.

9. REPORT OF THE RSC

Hereto attached as Exhibit B

Commissioner Burnham did comment that he was happy that the position was being filled temporarily and that the job was being learned by others until it is filled with a permanent person.

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10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit C

11. POLICIES AND PROCEDURE - None

12. OLD BUSINESS

A. PILOT - Commissioner Burnham reported that the Board of Selectmen had a meeting and they agreed to extend the PILOT at 7% for another year. Commissioner DeSousa made motion, 2nd by Commissioner Chamenko, to accept PILOT agreement dated May 3, 2016 for fiscal year July 1, 2016 – June 30, 2017.

All in favor – motion passed.

Motion made and duly noted to recess at 7:55pm. Motion made and duly noted to reconvene at 7:57pm.

13. NEW BUSINESS

A. Flathead Electric – Commissioner Calsetta shared with the commissioners a copy of Flathead Electric - given to her from a resident – which is a list of a variety of appliances and a formula you can use to calculate usage.

14. Public Comment –

John K 30 Park Hill – I have one question about the water. Instead of our system trying to run the new addition (referring to the 7 acres), wouldn't it be simpler to dig for a new well. Wouldn't it be cheaper to go that way then taking a chance on running this system? I would think putting in an extra well would be cheaper.

Commissioner DeSousa – I want to thank all the residents that weren't able to walk for one of our residents that passed, I just want to say that it didn't go unnoticed by the family that you came to the end of the driveway. It was very meaningful to the family. I just want to say thank you. Park & Rec is doing a bench dedication on June 4th at the Reservoir.

John K – 30 Park Hill – I would like to ask the board to put in a horseshoe pit. (John did pass out drawings to board members) I have a drawing of where it would be placed. I would install it and maintain it. I'm just asking permission to do this.

Commissioner Burnham asked if any member had a problem with it. Commissioner LeBoriosis asked Executive Director Collins if she had any concerns with it. Ms. Collins stated she thought it was a great idea. Commissioner Calsetta made motion to approve the horseshoe pit, 2nd by Commissioner Chamenko to approve the horseshoe pit. Commissioner DeSousa wants to make sure everything is done by code. Executive Director will check with the insurance company and the building department. Commissioner DeSousa amended motion to get legal criteria to install the horseshoe pit, 2nd by Commissioner Calsetta. Motion duly approved.

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15. Suggestion Box – None

Motion made and duly noted to recess at 8:10pm. Motion made and duly noted to reconvene at 8:26pm.

16. Executive Session

At 8:26pm Commissioner Burnham made motion to go into Executive Session to include Executive Director Collins. Motion was 2nd by Commissioner DeSousa.

A. Personnel Issues

B. Evaluation for Executive Director

The following motions were made:

- 1.) Motion made by Commissioner DeSousa to accept the proposed reimbursement by the Executive Director, Linda Collins, for the 75% cost of her personal health care benefit effective June 1, 2016 – 2nd by Commissioner Chamenko – Motion carried
- 2.) Motion made by Commissioner DeSousa to approve the performance evaluation for the Executive Director, Linda Collins – 2nd by Commissioner Burnham – Motion Carried
- 3.) Motion made by Commissioner DeSousa to provide a 3% increase in salary for the Executive Director, Linda Collins based upon her performance review to be put into effect July 1, 2016 – 2nd by Commissioner LeBorious – Motion Carried

Motion made at 8:55 by Commissioner DeSousa to come out of executive session – 2nd by Commissioner Chamenko

ADJOURNMENT

Motion to adjourn at 8:56pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

May 10, 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 up the meeting at 10:00 am. And asked the Secretary to read the minutes of the previous month. The minutes were accepted as read.

Viola stated that M. Prior had asked for her paper on what she wrote on the change of the water from well to town to be typed up. Also a copy of our last Months minutes. It will be sent to the first selectmen and the other four selectmen.

Tenant Bob Doyle asked where our sewer going now?

Secretary Laverne said I would talk to Linda and find out.

- After talking with Linda, the sewer drains on the streets collect rain water. Our sewage goes directly to the sewage plant. It is taken care of in our pilot agreement.

Viola Mentioned that names were not written on our minutes last month.

Secretary Laverne stated that I will try to write down the names of everybody who speaks. But sometimes it is going to be hard when everybody speaks at once.

Viola stated that applications will be posted online and in the paper or on the website from now on for permit positions available. However they did not get posted for a temp position.

Viola said the report on the collection for Carmella will be read.

Treasurer Jeanne reported that there was a total of \$203.00

The plaque costs \$73.01

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Money spent for the tree \$63.91, which is 5' to 6'. A sugar maple Carmella favorite tree.

Left over money is \$60.68

All the Officers as well as Tenants discuss the possibility of spending the rest of the money on a Memorial Day Picnic in Honor of Carmella. Where we will hang the Plaque in the hall. We who were present agreed. The plaque will be hung on May 20th at 3:30pm, Friday.

Viola stated Nominations for upcoming elections for the Officers of the Tenants Association are due now. So far they are President: Viola Andrews, Vice President: John Kupisz and Jeanne Swickles. Secretary: none. Treasurer: Pauline Laggasse, Member at large: Sharleen Craft.

Viola asked Sharleen about the tag sale.

Sharleen asked some Tenants to meet her in the hall and design some posters for the tag sale. She will give Daryl a list of people so he can move the table if need be.

Viola stated that Linda had called her on May 2nd and asked if she and M. Prior and Denise could come in and be present in our Tenants Association Meeting. So they could have the chance to see what activity's we may want or may not want to do. Viola told Linda she would have to talk to the rest of the Tenants and see how they feel. We talked about it, and voted. It was agreed to let our Executive Director and M. Prior and Denise into the end of our meeting next week to discuss any future events.

Sharleen stated that we will be having a Strawberry shortcake social on June 11th at 3:00 pm. We will charge \$3.00. Everybody is welcome to sign up to this event. Sharleen also stated that if it comes out to be more than what we collect money wise for the ingredients needed. Is it okay to take the rest of the money out of the coffee hour money, we the Officers that were present agreed to use coffee money to make up the difference if needed.

Secretary Laverne went and asked Linda and Denise to come into our meeting. And they said they were not prepared to do so. But they would come next month.

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Sharleen stated that Butch and Marlam will now be going after the donuts for our coffee hour on Monday night. Also people have been very generous helping me with getting supplies for the baskets that I put together every week. I just wanted to say thank you to them.

Viola stated that Steve our lawn guy does a really good job cutting our grass. Some of the visitors that come here park on the grass. We should put a stop to this.

Alice stated what happened to our black cord we used to use for our coffee pot?

Mariam stated she threw it away, because it stopped working.

Alice said mystery solved☺

Viola called the meeting to an end at 11:00am

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EXHIBIT B

Resident Services Report
East Windsor Housing Authority

May 2016

In the absence of a permanent Resident Services Coordinator for Park Hill, Executive Assistant Marisa Prior and Interim Resident Services Coordinator Denise Menard are providing services and programs for the residents. The following monthly report has been written by Marisa and Denise.

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 May 27th at 5:00pm and a Strawberry Shortcake Social is planned for June 11th.

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

The Visiting Nurse Association provides a monthly free blood pressure screening at Park Hill. Several residents continue to take part in this monthly event. Since January 2016, we have had 30 residents participate in this 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. Rent verification letters have been prepared for our residents that are choosing to participate in this program.

Upcoming Resident Programs

Chair Yoga has resumed with our new instructor. This program continues to be popular with our residents. It is held on Thursdays from 4:00 to 5:00. 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.

Currently we are developing a survey of proposed activities and programs. We will be distributing this survey to all of our residents, looking for their feedback, ideas, and suggestions. We hope to have some of these new activities set up within the next couple of months.

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Reporting Requirements

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

Respectively Submitted,

Marisa Prior and Denise Menard

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

May 2016

Management-

On April 15th an architect from Tise Design met with Park Hill residents, commissioners and staff to discuss ideas for preliminary plans for improvements to the existing apartments in conjunction with the development of the 7 acres. Tise Design is working with the consulting firm TAG Associates to assist with the Housing Authority with funding and design plans for these upcoming projects.

On April 28th and 29th I attended the first of three sessions of the "Housing Academy" sponsored by the Connecticut Housing Coalition. The academy is facilitated by financial and community development consultants who have experience with state funding programs and project design. The first session was very informative and applicable to our future endeavors for development.

At the May 4th East Windsor Board of Selectmen meeting a proposed 7% PILOT agreement was proposed to the Housing Authority beginning July 1, 2016 and ending June 30, 2017. In addition the newly acquired 7 acres will not be taxed until construction occurs on the site. The Board of Commissioners will now vote on the agreement.

South/Phelps Road

The Town of East Windsor has sent six letters to the South/ Phelps Road homeowners who are delinquent on their land lease fees. Three homeowners have responded paying a total of \$336 in delinquent fees. One paid in full. We are working closely with the First Selectman and the Town Treasurer on this issue.

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Projects:

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.

Our Maintenance Supervisor is currently attending three separate trainings on well water systems in order to comply with state guidelines for annual certification requirements. Atlantic States Rural Water & Wastewater Association sponsors these trainings.

Annual Apartment Inspections

I am currently conducting annual apartment inspections to ensure that there are no maintenance issues or lease violations such unauthorized pets. There have been no serious concerns.

Other Matters-

Critical Needs Funding

Our Connecticut Housing Finance Authority Asset Manager has confirmed that the funds for this grant are still available and that we should proceed with the application. The architect is preparing the bid packets including specifications and plans for new concrete sidewalks. His fee totally, \$13,500 would be paid from the project funds.

Small Cities Grant Application

It is anticipated that notice of approved applications will be announced between July and October of 2016.

Vacancies

We have one vacancy. Occupancy is scheduled for June 1st.

Respectfully Submitted,

Linda Collins, Executive Director