

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 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. LeBoriosis was absent.

2. MEETING MINUTES:

A. Special Meeting June 27, 2016

The minutes of the Special Meeting of June 27, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Chamenko, to approve the minutes with the following corrections: #9 Report of the Executive Director. – Executive Director Collins discussed a complaint from the tenant association president regarding her failed refrigerator. Executive Director Collins would send out to all the residents a copy of the Grievance Procedure. All in favor - Motion carried.

3. ADDED AGENDA ITEMS – Motion to add to Unfinished Business – A. Horseshoe Pit & B. RSC Position & C. Response to Tenant Complaint duly made and approved. Motion to add to New Business C. 250th Town Celebration & D. Fire District Tax duly made and approved.

4. PUBLIC COMMENT –

Viola A. 25 Park Hill – I’m assuming you haven’t come to a decision regarding my complaint.

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – June 2016

Motion made to acknowledge financials, motion carried

7. REPORT OF THE BOARD OF SELECTMEN – Dale Nelson-

The Board of Selectman formed a preventative Fire Commission. There has been an imposed tax on the Warehouse Point district. The feeling of the group is that it is unfair. The commission will be formally given their charter at the next Board of Selectman’s meeting, we will hopefully be able to go from there. The big one is the 250th Town Celebration. This is where I think Park Hill will be able to assist with this. Commissioner Burnham mentioned that he brought a CD from 1968’s town celebration.

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

Viola read the minutes of the July 12, 2016 meeting (Hereto attached as Exhibit A). Commissioner DeSousa did ask if we can be notified of the time of the meetings so we can put it on the calendar. It was suggested that we put “Immediately following coffee hour” Commissioner DeSousa mention that they had been asked previously if that anyone attending could sign in. Tenant Association President Viola Andrews stated that they do not feel comfortable doing that. Anyone that speaks, their names are put in the minutes.

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 - None

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12. UNFINISHED BUSINESS

- A. Horseshoe Pit – Executive Director Collins reported that nothing has started yet. She will be working on a set of rules.
- B. RSC Position – Commissioner DeSousa asked for an update on the position. The hiring process was discussed.
- C. Response to a Tenant Complaint – Commissioner DeSousa read a letter addressed to Viola Andrews regarding her complaint about not being reimbursed for her food spoilage.

13. NEW BUSINESS

- A. Pool Table & Fireplace – Executive Director Collins reported the pool table poses no problems regarding insurance. It falls under the same liability guidelines as the horseshoe pit. It is suggested that we post rules and a signup sheet. The fireplaces/woodstove is fine in terms of having it here, it just needs to meet the codes of East Windsor. Executive Director Collins asked Fire Marshall Blaine Simpkins what he thought about it. He feels it is fine. He suggested that it be cleaned and inspection annually. Only burn aged hardwood and only have authorized users.
- B. South Rd. – Executive Director Collins reported that she, along with Exec. Assistant Marisa Prior met with First Selectman Bob Maynard, Town Treasure Kim Lord, & Admin. Assistant Jennifer Brown. Mr. Maynard wanted to know more about what our responsibility is regarding the management of South Rd. EWHA is only responsible for collecting the monthly land fees and the town is responsible for any maintenance. It was suggested that the town do the entire management of South Rd. Executive Director Collins would like to discuss the contract in more detail. It will be added to the Executive Session next month.
- C. 250th Town Celebration – Discussed during the Report of the Board of Selectmen.
- D. Warehouse Point Fire District Tax – Commissioner Burnham just wanted everyone to know what was going on. He shared the history of the tax with everyone present.

14. Public Comment – None

15. Suggestion Box – None

16. Executive Session

Motion to go into Executive Session to include the Executive Director Linda Collins made by Marie DeSousa seconded by John Burnham at 8:30 p.m.

A. Employee Benefits - Motion to come out of Executive session by John Burnham seconded by Marie DeSousa at 8:42 p.m.

Motion made to authorize the Executive Director Linda Collins to provide a one-time bonus to each of the full-time staff members as instructed. Motion Carried

ADJOURNMENT

Motion to adjourn at 8:44pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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EXHIBIT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING JULY 12, 2016

The meeting was opened at 9:51 a.m. By president Viola Andrews. Jeanne Swicklas, treasurer and Sharleen Craft, member-at-large were also present. Five tenant members attended the meeting.

Minutes for the June 13, 2016 meeting were read by Jeanne Swicklas, treasurer and were accepted by all attending.

President Viola Andrews reported that Laverne Calsetta is resigning as secretary due to many conflicts of time. Viola also commented that she wanted to thank Laverne for the job she has done and to wish her well in all her other endeavors. Everyone attending the meeting agreed with these sentiments.

President Viola Andrews stated that according to the tenant association by-laws, a new officer can be nominated by the president to replace an officer who is retiring. She then nominated Jeanne Swicklas to take the position of secretary and Jeanne accepted. This was seconded by Janice Sedor (#26) and all attending members agreed.

President Viola Andrews then read off the names of those who were voted into office during our formal election held on June 23, 2016. They include:

President- Viola Andrews
Vice President- John Kupisz
Secretary- Laverne Calsetta
Treasurer- Jim Polozie
Member-at-large- Alice Samson.

Due to the fact that some of the elected couldn't be present at this meeting, Viola Andrews, president called for a special meeting to be held on July 19, 2016. The purpose of the special meeting is to present and install all officers. All attending agreed to meet on that date.

President Viola Andrews suggested that the tenant association meet a little earlier each month since coffee hour usually ends earlier and some people leave. Sharleen Craft, member-at-large responded that she didn't think it was a good idea since the time is published on the Park Hill calendar. It was decided that this will be decided on a monthly basis according to how early coffee hour ends. This was agreed on by all attending.

President Viola Andrews thanked Member-at-large Sharleen Craft, who is also social director, for all the hard work and ideas given to the successful activities she has put together in the past and has planned for the future. She will continue as social director as was agreed upon by all attending.

Social director Sharleen Craft asked everyone for new ideas for activities going forward. She would like to have game days once a week and suggested having a committee to sit with her to decide what games to play each week.. The discussion was tabled until our September meeting.

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Sharleen Craft also brought up the question of what will be done about getting the donuts for coffee hour during the winter since Butch and Marian Willis will not be able to do it anymore. She asked for volunteers to go and pick them up. President Viola Andrews suggested that we all take turns baking instead. This discussion was also tabled until our September meeting.

President Viola Andrews closed the meeting at 10:23 a.m.

Respectfully submitted by,
Jeanne Swicklas
Treasurer, nominated Secretary

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EXHIBIT B

Resident Services Report East Windsor Housing Authority

July 2016

Executive Assistant Marisa Prior and Interim Resident Services Coordinator (RSC) Denise Menard, continue to provide services and programs to Park Hill's residents. The following monthly report was prepared by Marisa Prior.

Resident Activities

The Tenant Association's Coffee Hour every Tuesday morning from 9-10 a.m. continues to be well attended. The Association also hosts a monthly pot luck supper, the next one will be July 29th at 5:00pm.

Bingo is held every Wednesday from 1-3 p.m. and is enjoyed by approximately a dozen residents each week.

Chair Yoga, held on Thursdays from 4-5 p.m., continues to be popular with our residents. There are enough funds from the grant to be able to offer Chair Yoga throughout the year.

The monthly calendar is delivered to all of our residents and is a vital resource of information for all that live at Park Hill.

Community Programs

The Visiting Nurse Association provides free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if warranted.

A representative from the Town of East Windsor Social Services Department was at Park Hill on May 16th and June 13th to assist our residents with the Renters Rebate application. A total of 24 households were serviced through this program.

Upcoming Resident Programs

Margaret Smith Hale, Director of Nutmeg Senior Rides is scheduled to speak on July 19th at 10a.m. about a transportation alternative for our residents over the age of 50.

On July 27th we will be hosting a Coffee & Conversation with Probate Judge MaryAnn Lassman-Fisher at 10:30am. She will be available to answer questions regarding wills, power of attorney, conservatorships, living wills, and more.

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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.

A series of three of presentations has been set up with SNAP (Supplemental Nutrition Assistance Program, formerly known as the Food Stamp Program) that will focus on Nutrition and Affordability. The first program has been scheduled for August 4th and will feature Fruits & Vegetables with a food demonstration. East Windsor Senior Services has been invited to participate in these programs with us. Park Hill will host the first and third presentations and the Senior Center will host the second.

Services and Referrals

Several residents have been assisted with renewal forms regarding their Redetermination Periodic Forms required by the State of Connecticut Department of Social Services SNAP benefits program for continuance on this program. Additionally a resident was assisted with paperwork relating to continued Medical Insurance through the State of Connecticut.

Several home visits have been made throughout the month.

Reporting Requirements

The Department of Economic & Community Development Quarterly Report for State of Connecticut will be completed and filed with the DOH by July 30th. A copy will be included in next month's Board packet.

Respectively Submitted,

Marisa Prior

Marisa Prior
Executive Assistant

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

July 2016

Management-

The Management Plan for fiscal year 2016-2017 including the base rent increase for move-ins was approved by the Connecticut Housing Financing Authority. The new base rents are as follows: \$429 for a single (efficiency) and \$449 for a double (one bedroom). Currently there are no base rent increases for existing residents.

The State funding for the Resident Services Coordinator has been approved for this fiscal year; July 1, 2016-June 30, 2017. The total amount will only be \$64.00 less than the grant for the last fiscal year. The position will continue to be temporary while this position is advertised.

Projects:

Water System

I'll continue to get additional quotes for anticipated improvements to our current well water system. As I mentioned in my last report, the first estimate is approximately \$26,000 to replace the control panel and holding tanks. The engineering department at the Connecticut Water Department continues to work on the estimate for Park Hill to access the main water supply.

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Other Matters-

Critical Needs Funding

The architect is finalizing the plans for the replacement of the sidewalks. The next step will be to request proposals from contractors who would be interested in bidding on the project. The application can then be submitted to the Connecticut Housing Finance Authority for the funds.

Small Cities Grant Application

The application for the small cities grant has been approved. The total amount awarded for Park Hill is \$599,000. The projects include, upgrades to the fire alarm systems in all the buildings, renovations to all three laundry rooms to meet ADA requirements and a new generator. I will be working closely with the First Selectman's office and Wagner Associates to ensure that all program requirements are being implemented.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director