

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
NOVEMBER 21, 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, A. Chamenko, and E. LeBorious were present. Commissioner M. DeSousa was absent.

**2. MEETING MINUTES:**

A. Regular Meeting October 17, 2016

The minutes of the Regular Meeting of October 17, 2016 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner LeBorious, to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS**

Motion made and duly approved to add South Rd to New Business as item 14A, to add Well Water Issues to New Business as item 14B, and to add Generator to Unfinished Business as 13A.

**4. PUBLIC COMMENT – None**

**5. LEGISLATIVE BILLS - None**

**6. COMMUNICATIONS**

A. RSC Quarterly Report

**7. FINANCIAL REPORTS – October 2016**

Motion made to acknowledge financials, motion carried

**8. REPORT OF THE BOARD OF SELECTMEN – None**

**9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews - President**

Viola read the minutes of the Regular Meeting November 8, 2016 (Hereto attached as Exhibit A).

**10. REPORT OF THE RSC**

Hereto attached as Exhibit B

**11. REPORT OF THE EXECUTIVE DIRECTOR**

Hereto attached as Exhibit C – Executive Director Collins stated that Attorney Hawks-Ladd assisted in drafting a letter to the lowest bidder for the sidewalk projects that was not chosen for various reasons. The commissioners discussed using Attorney Hawks-Ladd going forward on all legal matters. Executive Director Collins stated they have an attorney they use for evictions and housing matters but would like to use Attorney Hawks-Ladd for all other matters. All commissioners present agreed that was a good choice.

**12. POLICIES AND PROCEDURE**

A. Satellite Dish Installation Policy #16-0005

Commissioner Calsetta made motion to rescind policy #05-0032 and approve Satellite Dish Installation policy #16-0005

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**13. UNFINISHED BUSINESS**

A. Generator

Commissioner Burnham stated that the town is interested in taking our old generator and fuel tank. The town will be responsible for the removal of the generator and tank. Commissioner Calsetta made motion to give our old generator and tank to the town of East Windsor, Commissioner Chamenko 2<sup>nd</sup> the motion. All in favor – motion passed.

**14. NEW BUSINESS**

A. South Rd

The commissioners along with Selectman Dale Nelson discussed the town taking over the financial management of South Rd. Motion made by Commissioner Calsetta, 2<sup>nd</sup> by Commissioner Chamenko to turn over the financial management of South Rd to the Town of East Windsor. All in favor – motion passed.

B. Well Water Issues

The commissioners discussed the current issues with the well. Executive Director Collins did review all the work proposed to fix the pumps, boosters, and panels for both wells.

Commissioner Chamenko made motion to allow Executive Director Collins to spend up to \$38,000.00 to make the necessary repairs. Motion 2<sup>nd</sup> by Commissioner Calsetta. All in favor – motion passed.

**15. PUBLIC COMMENT –**

Viola A. #25 – I want to thank you for going the full way with the well issue. I would like to ask about the rent increases, going 5% over. This is not going to come next year is it?

Commissioner Burnham clarified that there is no scheduled increase of 5%.

Viola A. #25 – We sent a box of items to the veterans. We plan on sending one box every month.

**16. SUGGESTION BOX - NONE**

**17. EXECUTIVE SESSION –** Motion to go in to Executive Session at 7:50pm duly made and approved.

A. Personnel Matter

Motion to come out of Executive Session at 8:36pm duly made and approved.

Motion made by Commissioner Calsetta, 2<sup>nd</sup> by Commissioner LeBoriosis to authorize Executive Director Collins to hire a part-time maintenance laborer after confirming with the State of CT Labor Department that the housing authority will still be in compliance with all state guidelines for this position. All in favor – Motion passed.

**ADJOURNMENT**

Motion to adjourn at 8:38pm duly made and approved.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

PARK HILL TENANT ASSOCIATION REGULAR MEETING  
November 8, 2016

The meeting was opened at 9:45 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with twelve resident members.

The minutes from the October 11, 2016 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

President Viola Andrews reported that on October 4, 2016 the Department of Public Health did a sanitary survey inspection on our well system. It is mandatory that the inspection be done every three years. There didn't appear to be any major findings during the inspection. A full report will be received during the next few weeks.

President Viola Andrews also stated that an analysis of expenses for changing our current water system to the town water system was taken. The results were that the installation of the water main for use of the town system is \$309,000 and anticipated annual expense for town water usage is \$18,242. Park Hill well expenses based on an average three year analysis for the well system were:

A one-time expense for upgrading	\$26,200
Repairs.	5,593
Water testing	1,970

Changing over from well water to town water was discussed at the October 17, 2016 Housing Authority board meeting. Chairman John Burnham felt that it would not be cost effective for Park Hill. Our well system may be repaired and the use of town water will only be considered in an emergency such as our well going dry.

President Andrews then reported that our laundry will be changing to a card system instead of using change.

Viola Andrews, president also said that a celebration party was held for Daryll who has given Park Hill twenty years of service. Many residents attended to say thank you and to congratulate Daryll.

On October 28, 2016 our Halloween pot luck supper was held. Prizes were given out for three costume categories. A great time was had by all.

Sharleen Craft, social director reported that the craft and bake sale on November 5, 2016 went very well. "We learned a lot for next year. We will probably charge outsiders for tables next year and this money can be used for advertising."

President Viola Andrews stated that there will be no pot luck suppers for the rest of the year because of the holidays.

She also said that on Tuesday, October 17, 2016 tenants met with Director Linda Collins and Assistant Director Marisa Pryor to form a committee to plan the Christmas party. We were told that \$550 was funded for the

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party. Last year that amount included \$150 used for a band. Every tenant attending felt that a party is not a party without good food. It was decided that instead of a band we will stream or play music. After two more meetings a menu was set using food from Geisler's Market and free turkeys that three residents will be cooking.

The Christmas party menu is as follows: Turkey, ham, ziti, dressing, roasted potatoes, string beans, appetizers and desserts.

The party will be held on Friday, December 16, 2016 at 4:00 p.m. and our Housing Authority board members are invited to attend.

President Viola Andrews closed the meeting at 10:15 a.m.

Respectfully submitted by,  
Jeanne Swicklas  
Secretary

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**ATTACHMENT B**

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

**Resident Activities**

On November 5, 2016, the Tenant Association held a Craft and Bake Sale from 10am-3pm. Many homemade gifts and baked goods were sold. Residents were happy with the turn-out.

Chair Yoga is held on Wednesdays from 4pm – 5pm. It continues to be popular with our residents.

On November 10, staff from Public Utilities Regulatory Authority put on a presentation for the residents, they discussed how to choose your own electrical supplier and how your electric bill maybe reduced. 9 residents attended this program.

**Community Programs**

The Visiting Nurse Association (VNA) held its monthly Wellness Clinic at Park Hill on November 11<sup>th</sup> 5 residents participated.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested.

**Upcoming Services and Events**

There will be a Holiday Decorating event for the community room on November 28, 2016 at 1pm. All residents and staff are invited.

On December 16, 2016 at 4 pm The Annual Holiday Party will take place in the Community room.

I am in the process of scheduling presentations for December which will include mental health wellness, Information on addiction services and transportation issues.

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**Services and Referrals**

I assisted several residents with renewals for programs with the Department of Social Services (DSS) such as SNAP and Husky Insurance and Medicare Savings Program. Several Home visits have been made throughout the month to introduce myself to residents and assist with specific issues and continue follow up visits as needed.

**Reporting Requirements**

The Quarterly Report to the State Department of Housing (DOH) for the quarter that includes July-August-September has been completed and submitted to the Department of Housing Approval. A copy has been included in this month's Board Packet.

Respectively Submitted,

*Jeannine Henneberger, RSC*

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**ATTACHMENT C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**November 2016**

**Management-**

On November 7<sup>th</sup>, Maletta & Company were at Park Hill to continue the audit. It is expected that they will complete the audit by the end of November and will then schedule a meeting in December to discuss with us the results.

On November 9<sup>th</sup>, our Board Chairman John Burnham and I attended the Police Commission to present to them our concerns regarding people who speed and run stop signs when driving through the property. John and I stated that we would like to use portable speed bumps, and have official town stop signs. The Commission recommended that an assessment by the police department be conducted during the next thirty days and then discuss the results and recommendations at the next Police Commission meeting in December.

Management has been planning our Park Hill holiday party with the Tenant Association. The collaboration of the staff and residents has enabled us to share ideas and promote creativity. The party will be on December 16<sup>th</sup> at 4:00pm. We also planned a tree trimming gathering on November 28<sup>th</sup> at 1:00pm. Of course the Commissioners are invited to both activities.

**Projects:**

**Water System**

On October 4<sup>th</sup> the Department of Public Health conducted a Sanitary Survey Inspection for our well water system. This is done every three years. The findings were as follows:

- 1) The seal on the well cap for pump #1 was deteriorated and needed to be replaced.
- 2) The soil surrounding well cap #2 was not sufficiently sloped for drainage.
- 3) It was also noted that the downspout located on the back corner of the Community Building is in close proximity to the wells. The concern is water contamination. However, since the bottom of the down spout is under ground and diverts the water away from the wells, it is not necessary to make any changes. The first two findings have been corrected and I filed a response with the Dept. of Public Health.

Since the inspection we recently had an emergency repair on our water system. The booster pump for well #1 stopped working and needed to be replaced. Also, the controls on the panel that automatically switch the power from one well to another did not work. Fortunately, this can be done manually if necessary. It was also

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discovered that there was not sufficient air in the two pressure tanks to suppress the bladders in the tanks that in turn will push the water out in to the pipes leading to the buildings. The motors for the booster pumps are original and are failing causing the one pump to burn out. The second pump will do the same if we do not replace the motor. Aqua Pump is recommending that we replace the two pump motors and the pressure tanks as soon as possible. The pumps are not cycling at the proper minimum run times. The cost is \$15,250 - \$16,250. The replacement of the panel can wait. However, if we choose to include the panel at this time, the cost would be, \$25,500 -26,200.

**Other Matters:**

**Maintenance**

Mike Provencher, our Maintenance Laborer has retired as of October 31, 2016. He has worked at Park Hill for eight years. He was a very dedicated employee and respected by the residents and staff. A retirement party will be planned for him in the near future.

**Critical Needs Funding**

Now that we have selected a contractor, Costa & Son to replace the sidewalks, the application for the Critical Needs Funding can be submitted. If the application is approved, the actual work would begin in the spring of 2017.

**Small Cities Grant**

On November 9<sup>th</sup>, there was a prebid meeting at Park Hill for any contractor who wanted to attend and take a tour of the property and ask questions. Our architect, Alan Lamson and Nancy Wagner from Wagner Associates were present as well. Ten contractors attended the meeting.

**Vacancies**

There are two pending move outs.

Respectfully Submitted, *Linda Collins*, Executive Director