

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

a. Regular Meeting May 15, 2017

The minutes of the Regular Meeting of May 15, 2017 were reviewed by all Commissioners present.

Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS

Motion made and duly approved to add Park Hill Road Study Unfinished Business.

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS - None

6. COMMUNICATIONS - None

7. FINANCIAL REPORTS – May 2017

Motion made to acknowledge financials, motion carried

8. REPORT OF THE BOARD OF SELECTMEN – Dale Nelson

Dale reported that she was at her last Volunteer Incentive Committee Meeting as they are dissolving that group tomorrow night as they are no longer needed. There is a vote tomorrow night on a piece of property on Woolam Road for sale. At 6:00pm tomorrow night there is a casino wrap up with Chris Davis and Carol Hall as well if there is anyone that is interested in that. I would like to thank John for his service to the Fire Commission. I was very sorry to hear that they did not keep you on.

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

President Andrews read the minutes from their June 13, 2017 meeting. (Hereto attached as Exhibit A) Commissioner Burnham asked how the stuffing of the envelopes for the 250th Birthday went. Vice-President Swicklas and President Andrews both commented that it was fine and they would be willing to help again.

Commissioner DeSousa commented that the letter from the Director that went out to the residents regarding the comments made at the Tenant Association meeting in May was under the direction of the Commissioners. We felt it was important that the information that was disseminated wasn't 100% accurate in our opinion and we wanted clarification from the Director's stand point and so the tenants got it first hand, not 2nd, 3rd, and 4th hand. If you have any issue with that, this is the time to say something. President Andrews stated that they didn't get upset about what was said, they objected to their minutes being placed on the back of it. That really upset a lot of our members. Commissioner DeSousa stated that their minutes are public information and should be distributed. President Andrews stated they were upset because Pauline's name was mentioned because she was holding our money. As far as the money goes, it isn't being held by anybody, it is in the bank now. Commissioner LeBorious asked how much they had and President Andrews let her know that the treasurer has the information and the books are available to anyone who would like to see them.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

10. REPORT OF THE RSC - Hereto attached as Exhibit B

11. REPORT OF THE EXECUTIVE DIRECTOR - Hereto attached as Exhibit C

Executive Director Collins and the Commissioners discussed the birds in the pavilion and decided to reach out other organizations in rectifying the problem.

12. POLICIES AND PROCEDURE

13. UNFINISHED BUSINESS

a. Park Hill Road Study – Linda Collins

Executive Director Collins went to the Police Commission meeting last week. They provided her with a report on the road study that was conducted, which she shared with the commissioners. The report was discussed. Executive Director Collins will be attending the next Police Commission meeting where they will be discussing the report and what needs to be done at Park Hill to address the issues.

14. NEW BUSINESS - None

15. PUBLIC COMMENT - None

16. SUGGESTION BOX - None

17. EXECUTIVE SESSION - None

ADJOURNMENT

Motion to adjourn at 7:49pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

ATTACHMENT A

**PARK HILL TENANT ASSOCIATION REGULAR MEETING
June 13, 2017**

The meeting was opened at 9:46 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with ten resident members.

The minutes from the May 9, 2017 regular meeting were not read.

The finance report for May 3, 2017 - June 12, 2017 was not read.

President Viola Andrews introduced and welcomed our newly elected officers:

President - Viola Andrews
Vice President- Jeanne Swicklas
Secretary - Alice Sampson
Treasurer - Pauline Legasse
Member-at-large - Sharleen Craft

Words from our President

President Viola Andrews stated that at our May 9, 2017 meeting she had reported that Director Linda Collins said that we could no longer keep our coffee hour and raffle money in the office and asked us to make other arrangements for it. We asked a member if she would take care of the money as she had in the past. A vote was taken and all attending members were in favor.

She went on to say that on May 22, 2017, our director Linda Collins felt that some of the comments made at our May 9, 2017 meeting needed to be addressed and sent her comments out along with a partial copy of our minutes to all residents.

"Many of our active members felt this was uncalled for because the comments were brought up at the May 11th director's meeting."

"We know our minutes are public but are looked up only by those interested."

"Our concern about this being done is that it placed Pauline Legasse in jeopardy. To protect Pauline, the tenant association has placed our money in an undisclosed location."

"The tenant association must also share the guilt of placing Pauline in jeopardy. We should never have put her name in our minutes. This was a big mistake. The other mistake that was made was we didn't mention we were joking about the bath tissue."

President Andrews also stated that many of our residents are upset about a notification from the office threatening tenants who haven't signed their leases yet with eviction even though they have through the month of June to sign.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES

A notification also asks that tenants on medical marijuana speak with their physicians about prescribing a form of use other than smoking since they can't smoke in their apartments. "This definitely infringes on our right to medical privacy."

Nine of our association members have been working on stuffing and labeling envelopes containing information on the East Windsor 250th anniversary celebration. We are close to finishing this community job.

President Andrews then opened the floor to tenant comments.

The attending members agreed with what Viola had to say and decided to address these items at the next director's meeting.

We agreed that we all have to work harder at getting more tenants to come to coffee hour, meetings and other activities.

Sharleen Craft, social director stated that there will be a pot luck supper on July 28, 2017.

She also asked about the craft and bake sale for this year. It was decided that it will be held on November 4, 2017 from 9 a.m. to 3p.m. There will be a charge of \$10.00 per table for outsiders and this money will be used for advertising.

The meeting was closed at 10:31 a.m. by Viola Andrews, president.

Respectfully submitted by,
Jeanne Swicklas
Vice-president

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

ATTACHMENT B

**Resident Services Report
East Windsor Housing Authority
June 2017**

Resident Activities

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am and approximately 10 to 12 residents attend this weekly event.

The next Pot Luck Supper will be held on June 30th at 5 pm. This is always a popular event with the residents that attend.

The residents are working really hard on putting together the invitations for the upcoming 250th anniversary for the town. They continue to work on this project

Bingo is held every Wednesday from 1:00pm – 3:00pm. There are approximately a dozen residents and friends that participate every week.

Attorney John Henneberger did a presentation on Living Wills on May 25th. There were 12 residents who attended and they found the presentation to be very informative.

The monthly calendar is prepared and distributed to each household.

Community Programs

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

Food share has a mobile truck that distributes free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate in this supplemental nutritional program.

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Several residents take part in this monthly program.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

Upcoming Services and Future Events

On June 22nd at 1 pm I will be presenting an overview on Medicare and its benefits. This will be a good opportunity to review Medicare Guidelines and changes that may affect the residents.

Later this summer we will have a SPA DAY in conjunction with the East Windsor Senior Center and this is coordinated by Heather Bale, Community Liaison from Chestnut Point. Some of the events that will be taking place are Reiki, Massage Therapy and Manicures. We hosted this event a few years back and it was very well received by all that participated. We are looking forward to hosting this event again.

Services and Referrals

Several residents were assisted with coordinating Home Care Services, Husky Insurance renewals, and other various entitlement programs that they benefit from. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,

Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2017

Management-

The annual Park Hill budget for 2017-2018 effective July 1, 2017 has been submitted to the Connecticut Housing Finance Authority (CHFA) for review and approval. The feedback that I have received so far is that it appears the budget meets all state guidelines. Final approval is expected within the next couple of weeks.

The East Windsor Board of Selectmen approved our request that our PILOT payment remain at 7%. We are very appreciative of this decision. As of July 1, 2017 the state is requiring that housing authorities set aside an additional \$29,400 for reserves in addition to the current requirement of \$84,000. Also, we needed to decrease the hours for one of our maintenance employees in order to meet operating expenses.

At our last Commissioners meeting in May, the Tenant Association read the minutes from their monthly meeting that included public participation comments concerning management and other residents. The commissioners requested that I send a memo to all the residents clarifying some of the comments. Please see attached.

Other Matters:

A few weeks ago I spoke with Bob Leach from the boy scouts asking for their assistance with the issue of birds perching in the eaves of the Park Hill pavilion and as a result their droppings falling down on the picnic tables and elsewhere. Bob mentioned that he would get back to me with suggestions with how they can help with a solution. Unfortunately, we have not connected since our original conversation. In the meantime, I'll be exploring additional options.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

Projects:

Critical Needs Funding

The replacement of the sidewalks is underway and should be completed within the next couple of weeks. Many thanks to all the residents for their patience during this very busy time and their cooperation with inconveniences that were not anticipated that have interfered with their daily routines.

Small Cities Grant

The wiring for the fire alarm systems is in progress. Testing of the new smoke alarm devices and call for aides for the community hall and first level apartment buildings is scheduled for Thursday, June 22nd. The Building Inspector and Fire Marshall have been contacted to inspect the wiring and main panel. The renovations for the Laundry Rooms will begin in two weeks.

Matching Funds Grant

The installation of the four security cameras is complete. There are two cameras installed on the front of the community building. One camera is positioned to view cars coming in to Park Hill another monitors the front entrance to the community hall and the road leading up to the top of the property including the stop sign. The third exterior camera is installed on the side of the community hall and views the entrance to the laundry room. The fourth is located inside the front entrance and monitors people as they come in to the building.

After the installation of the exterior apartment lights it was discovered that a few new light fixtures on the third level were flickering when they were turned on. A different type of photo cell had to be installed that was not as sensitive to the reflection from the soffit above the light. Eversource inspected the lights to ensure that the work was completed as agreed. I have been told by Eversource that the incentive payment of \$15,134 has been processed. This money will be used to complete the other projects under this grant; the automated interior doors and the overhang for the front entrance.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 19, 2017 MINUTES**

Fence Repair

Repairing the chain link fence around the perimeter of the property has been put on hold until the sidewalk project has been completed.

Vacancies

We are at 100% occupied and one pending move out.

Respectfully Submitted,

Linda Collins,

Executive Director