

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 19, 2018 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 A. Chamenko, L. Calsetta, and M. DeSousa were present. Commissioner E. LeBorious was absent.

**2. MEETING MINUTES:**

A. Regular Meeting February 20, 2018

The minutes of the Regular Meeting of February 20, 2018 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Chamenko to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS –**

Motion made and duly approved to add Transportation to Unfinished Business as 12A.

**4. PUBLIC COMMENT - None**

**5. LEGISLATIVE BILLS AND COMMUNICATIONS – None**

**6. FINANCIAL REPORTS – February 2018**

Motion made to acknowledge financials, motion carried.

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

**8. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice President**

Jeanne read the minutes from the March 15, 2018 meeting. (Hereto attached as Attachment A)

**9. REPORT OF THE RSC - Hereto attached as Attachment B**

**10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins**

(Hereto attached as Attachment C)

**11. POLICIES AND PROCEDURE –**

A. Smoking Policy #12-0001 – Motion made by Commissioner Chamenko and 2<sup>nd</sup> by Commissioner DeSousa to rescind Smoking Policy #12-0001 and replace it with Smoking Policy #18-0001. All in favor - Motion carried.

**12. UNFINISHED BUSINESS –**

A. Transportation – Commissioner DeSousa reported that she met with Melissa Maltese, Director of Park & Recreation and most recently Director of Community Services. Melissa is in the process of updating policies and procedures for senior services, including transportation. Commissioner DeSousa report that Melissa would like to attend our next commission meeting to report on transportation from the senior center.

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**13. NEW BUSINESS - None**

**14. PUBLIC COMMENT- None**

**15. SUGGESTION BOX – None**

**16. EXECUTIVE SESSION –**

A. Legal Issue - Motion made and duly approved to go in to Executive Session at 7:32pm to include Executive Session Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of executive Session at 7:45pm.

Motion made and duly approved authorizing Executive Director Collins to purchase signs to be posted throughout the property compliance with town regulations.

**17. ADJOURNMENT**

Motion made and duly approved to adjourn at 7:50pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING  
MARCH 15, 2018**

The March 13, 2018 regular meeting was canceled due to snow and was rescheduled to be combined with the March 15, 2018 Director's meeting.

The meeting was opened at 10:05 a.m. by President Viola Andrews. Officer Jeanne Swicklas, vice president also attended along with five member residents. Director Linda Collins also attended.

The minutes from the February 13, 2018 regular meeting were not read.

The treasurer's report for the month was not read.

**Words from our president:**

President Viola Andrews reported on some issues discussed at the February 20, 2018 Housing Authority board meeting.

Executive Director Linda Collins and Assistant Director Marisa Prior attended a rent stratification and wait list training class sponsored by ConnNahro. The training emphasized the benefit of stratifying base rents using three different income levels. This should increase revenue and still provide affordable housing to all eligible income levels. The training also showed how to use a spreadsheet developed by CHFA to determine the best rent levels to achieve Park Hill's goals. Director Linda Collins suggested that she attend another class on stratifying rents to learn more concerning this issue.

The annual recertification process to calculate each resident's rent for the coming year is underway.

DEF construction has submitted a preliminary proposal that includes abatement of asbestos and the conversion of bath tubs to showers. The approximate cost for each abatement and conversion will be \$10,980. A Small Cities Grant would not cover the cost of abatement but would cover the cost for removal of asbestos. The First Selectman of the town of East Windsor has suggested that the Housing Authority, with the support of the town, consider applying for the upcoming Small Cities Grant. Wagner Associates, who represented us for the first grant, is unable to help with the new Small Cities Grant so a request for proposals from new consultants was published in the Journal inquirer. This has now received one reply.

Director Linda Collins is working on a list of residents who are eligible for repainting or carpet replacement in their apartments. Five year residents are eligible for repainting and ten year residents are eligible for carpet replacement.

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The Park Hill Tenant Association nomination sheets for officers have been sent out. A letter was attached regarding what our association has accomplished in our six year existence. President Viola Andrews, Vice President Jeanne Swicklas, Treasurer Pauline Legasse and Member-at-large Sharleen Craft will be running again along with any new nominees who want to run. We still need a secretary to take minutes. The minutes are now taken by Viola Andrews, president and Jeanne Swicklas, Vice President, who records tenant comments and activities and types up the minutes.

President Viola Andrews then opened the floor to tenant comments.

Laverne Calsetta asked who was responsible for cutting branches that are hanging over the fence line. Director Linda Collins said that she is getting quotes and hopes to have it done in the spring.

Viola Andrews, president asked about a petition concerning the Medical Savings Plans that The Resident Service Coordinator has been working on. Director Linda Collins brought Jeanine in and she said that she is almost done with it and should be getting signatures next week.

The meeting was closed at 10:49 a.m. by Viola Andrews, President.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

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**ATTACHMENT B**

**Resident Services Report  
East Windsor Housing Authority  
March 2018**

**Resident Activities**

On February 24th from 1:00pm-3:00pm the residents hosted an afternoon Tea and all the Ladies from Park Hill were invited. There were 26 residents who attended this event. The Community room was beautifully decorated and a fun time was had by all.

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately a dozen residents that participate every week.

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am. Approximately twelve to sixteen residents attend this popular event.

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

**Community Programs**

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested. This program was canceled for March 13th, 2018 due to inclement weather but will resume next month on April 10<sup>th</sup> 2018 from 9:00am-10:00am

Due to Pam's personal schedule, our hair stylist was here on Sunday March 11<sup>th</sup> 2018 instead of her usual Monday afternoon only two residents made appointments to get their haircut. Typically, her appointments are almost full every time she is here.

**Upcoming Services and Future Events**

James Roberson from Panda Homecare will be coming on April 29th at 1:00pm to host an hour of "Name That Tune ". Prizes will be awarded to the winners. We had a great turn out the last time he came to Park Hill.

I have been working with the residents on a petition that states they are against the proposed cuts to the Medicare Savings Program. The Medicare Savings Program saves the residents thousands of dollars every year and assists with medical expenses. I have been reaching out to many of the residents that are unable to come to the office to sign the petition.

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A representative from the CT Department of Banking will be coming in the following months to do a presentation on fraud and how it affects the residents.

**Services and Referrals**

I assisted several residents with Husky Insurance and other various entitlement programs that the residents benefit from. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need. Many of the residents are making appointments with me on a regular basis to assist them with the confusing issues that often occur with the Department Of Social Services paperwork.

Respectively Submitted,  
Jeannine Henneberger, RSC

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**ATTACHMENT C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**March 2018**

**Management-**

The Department of Housing (DOH) is developing a revised Tenant Selection Plan template that will include the rent stratification process. In the meantime, I have been working on a worksheet stratifying the rents for Park Hill. Two of the four base rents for new residents would remain a \$429 for an efficiency and \$449 for a one bedroom. Additional base rents of \$500 and \$520 respectively would be added. Applicants for each base rent would qualify depending on their income level structured by state guidelines. Extremely low income applicants would continue to be able to apply. The number of applicants for each base rent can change over time in order to meet our financial goals for sustainability.

**Other Matters:**

The fourth quarter request for the Resident Services Coordinator grant has been submitted. It is anticipated that we will receive \$5,460.

**Recertifications:**

Most of our residents have completed their annual recertification for determining their rent. Three residents who have not completed this state mandated process have received letters reminding them that this is a required by state guidelines and by not complying, could result in a lease violation.

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**Projects:**

Wagner Associates has submitted the Small Cities Program Fund application to the Department of Housing (DOH) for the conversion of four apartment tubs to showers. The total cost for the abatement and installation of the showers will be \$40,660. Other expenses will be associated with publishing public notices and administrative costs. I have requested an itemization of these expenses.

**Critical Needs Funding**

The remaining items for the sidewalk project will be addressed as soon as the weather turns warmer.

**Small Cities Grant (Current)**

A final job meeting will be scheduled in the near future.

**Small Cities Grant (Upcoming)**

The Housing Development Team (HDT) responded to the second request for proposals as the consultant for the 2018 Small Cities Grant. Since they were the only company that submitted a proposal, they were awarded the job. However, after some discussion, we decided that the application process could not be completed by the deadline of April 12<sup>th</sup> 2018. The time frame for procuring an architect and an environmental consultant would be too lengthy, and then an environmental study would need to be completed. The process for applying for this grant typically begins in October. Prior to October 2018 I'll discuss with the East Windsor Board of Selectmen our intent to apply for the Small Cities Grant.

**Matching Funds Grant**

The concrete footings have been poured for the supports that will be used for the overhang for the community room entrance. The automated doors to the community have been installed.



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**Painting and Carpeting**

Six residents were recently contacted to inform them that they are eligible to have their carpet replaced and or apartment painted. To qualify to have carpet replaced, 10 years of residency is necessary and 5 years for painting. Only two residents responded that they would like to have the work done. There are two additional residents who are eligible to have both their carpet replaced and apartment painted. Several residents will also be asked if they would like to have their apartments painted.

**Vacancies**

We have three pending move ins for April 1<sup>st</sup> and one pending move out.

Respectfully Submitted,

*Linda Collins*, Executive Director