

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 21, 2018 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

A. Regular Meeting April 16, 2018

The minutes of the Regular Meeting of April 16, 2018 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. All in favor - Motion carried.

B. Special Meeting April 30, 2018

The minutes of the Special Meeting of April 30, 2018 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to approve the minutes with the following additions:

#3 List the names of the five companies that submitted RFQ's. The companies were – J. Associates Architects, Capital Studio Architects, Friar Architecture Inc., Paul B. Bailey Architect LLC, and Quisenberry Arcari Malik Architecture. List the names of the four companies that were chosen to get bids for fee proposals. The companies were: J. Associates Architects, Capital Studio Architects, Paul B. Bailey Architect LLC, and Quisenberry Arcari Malik Architecture.

Change Commissioner Chamenko's last name to Bowsza in the minutes.

Commissioners DeSousa and LeBorious abstained from voting. Commissioners Burnham, Bowsza, and Calsetta voted in favor – motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add the following to New Business:

- A. Town of East Windsor Time Capsule
- B. Vision for the 7 Acre Parcel

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

- A. RSC Quarterly - Hereto attached as Attachment A

6. FINANCIAL REPORTS – April 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN

Commissioner DeSousa was at the last Selectmen's Meeting where a comment was made about a 2-story building being erected on the 7 acre parcel. She replied to the statement by saying that no decisions had been made regarding the 7 acres. Executive Director Collins stated that the Housing Authority will be on the Board of Selectmen's Agenda on June 7th for the PILOT program.

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8. REPORT OF THE TENANT ASSOCIATION – Viola Andrews
Hereto attached as Attachment B

9. REPORT OF THE RSC – Hereto attached as Attachment C

10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
Hereto attached as Attachment D

11. POLICIES AND PROCEDURE

A. Policy 18-0002 – Relinquishing of East Windsor Housing Authority Property/Equipment: Executive Director Collins presented to the Commissioners the new policy #18-0002 for review. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to accept the policy with the following changes: change the word purchase to outright sell. Once policy passed, Executive Director discussed an offer from Stanton Equipment to either by the Mahindra for \$10,000.00 or sell it for us with a 5% commissioner. Motion made and duly approved to accept the offer to sell the Mahindra for \$10,000.00.

12. UNFINISHED BUSINESS – None

13. NEW BUSINESS –

A. Town of East Windsor Time Capsule – Commissioner Burnham mentioned that the town opened up their time capsule on Saturday. The items will be available for viewing. The town is accepting items to put in the new time capsule to be opened up in 50 years.

B. Vision for the 7 Acre Parcel – Commissioner LeBoriosis wanted to talk briefly about what the other commissioners' vision for the housing authority was. Commissioner Burnham stated that he wants the 7 acre parcel to be developed for senior housing like Park Hill. Commissioner LeBoriosis would like to see congregate. Family housing was discussed as a possibility in the future.

14. PUBLIC COMMENT

Viola A. #25 asked about the automatic doors for the laundry room.
Executive Director Collins did state they would be installed soon.

15. SUGGESTION BOX – None

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Motion made and duly approved to recess at 8:30. Motion made and duly approved to come out of recess at 8:39pm.

16. EXECUTIVE SESSION –

A. Contractual Issue - Motion made and duly approved to go in to Executive Session at 8:39pm to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of Executive Session at 10:15pm.

Motion made and duly approved to purchase 6+/- acres from Frances Keenan and Helen Senk for \$150,000.00 plus closing fees. Motion made and duly approved to give Commissioner Burnham and Attorney Carl Landolina authority to enter into any and all agreements pertaining to this purchase.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 10:20pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Exhibit C

**QUARTERLY REPORT
For 3rd Quarter Ending March 31, 2018**

Resident Services Coordinator Program

East Windsor Housing Authority

Number of Units 84

Table 1 – Client Status by Housing Development

Columns	A	B	C	D	E
Type of Activities		Park Hill	N/A	N/A	Total
A. # Residents Reported at End of Last Quarter		89			89
# Transferred to Congregate Housing		0			0
# Transferred to Assisted Living		0			0
# Transferred to Nursing Home		2			2
# Transferred to Hospice		0			0
# Transferred to Other		1			1
# Transferred to Hospital		0			0
# Deceased		3			3
# No Longer Needing Services (permanently out)		6			6
Total subtracted from A. above		6			6
<i>Residents/Clients Remaining</i>		83			83
B. # of New Residents/Clients:		4			4
# Screened/Evaluated (Exhibit B) This Quarter		4			4
# Requiring Services This Quarter		0			0
Total New Residents/Clients added to A. above		4			4
Total # of New Residents/Clients (A & B)		87			87
C. Types of Services Referred or Provided					
Homemaker		1			1
Home Health Aide		0			0
Visiting Nurse Breakdown of programs as listed:					
Monthly Program "Ask the Nurse" Referrals		2			2
Health Screening Blood Pressure/Blood Sugar		15			15
Monthly x 2 January and February (March Canceled)					
Community Meals (# of Meals on Wheels)		454			454
Transportation Services (# of Dial-A-Ride)		402			402
Public Assistance Programs:		8			8
SNAP referrals		4			4
DSS Ct Home Care Program		2			2
Adult Day Care		0			0
Assurance Wireless Safe Link phone		5			5
Protective Services/Conservator		1			1
Substance Abuse Services		1			1

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Mental Health Services/Support Group	1		1
Mediation/Facilitation Services	1		1
Legal Services	1		1
Medicare/Health Insurance	14		14
Friendly Visitor/Companion	4		4
Health Screening	20		20
File of Life Packet distribution	2		2
Money Management	2		2
Relocation Planning	1		1
Socialization/Recreation provided as listed below:			
Tenant Assoc. Pot Luck Dinners – January 27 and February 24	26		26
Tenant Assoc. Weekly Coffee Social 16 participants x 13 weeks	208		208
Tenant Assoc. Weekly Bingo 13 weeks	156		156
A Visit with State Representative Chris Davis Concerning Cuts to the Medicare Savings Program on January 16.	26		26
Petition Meeting For Medicare Savings Program	12		12
Valentine’s Day Tea Party-February 24	26		26
Wellness Checks – In-home visits	22		22
Creation, Publication & Distribution Monthly Calendar @ 84 units x 3 months	252		252
Distribution of Welcoming Packets	4		4
Haircuts By Pam	3		3

Instructions:

- Columns B, C, and D – indicate the number of residents/clients by housing development – isn’t this all one development?
- Column E – indicate the total number of residents for all housing site covered by this grant
- Use “N/A”, when a category is not applicable
- Use “0”, when category is applicable but no activity occurred in the quarter

Table 2 – RSC’s Allocation of Time by Functions

Functions	Time Allocation - %
Evaluating residents	15
Developing a case of file residents	10
Establishing linkages with service agencies	20
Referring residents to services	15
Providing direct service	05
Educating residents about rights, entitlement programs, etc.	25
Educating management staff	00
Staff and Board Meetings	05
Reporting	05
Mediation/Conflict Resolution	00
Other – Monthly Programs Calendar	00
TOTAL	100%

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Instructions:

- Use "N/A", when a category is not applicable
- Time Allocation should be best estimate of % RSC's time for each function in the quarter
- Total of time allocations cannot exceed 100%

Submitted By: Jeannine Henneberger, Resident Services Coordinator

Date: April 27, 2018

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ATTACHMENT B

PARK HILL TENANT ASSOCIATION REGULAR MEETING

May 8, 2018

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officers Jeanne Swicklas, Vice President, Pauline Legasse, Treasurer and Sharleen Craft, Member-at-large also attended along with ten member residents.

The minutes from the April 10, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legasse, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$508.27 in the bank.

Words from our president:

The votes for officers of the Park Hill Tenant Association were counted on April 24, 2018. The results are as follows:

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

We are still looking for someone willing to take the post of secretary.

President Viola Andrews asked for a vote on extending the terms of officers from one year to two years. Everybody present voted for two year terms. The by-laws will be changed to reflect this change.

Viola Andrews, President spoke about ways that we might be able to get more active members. She suggested setting up a "Welcoming Committee" to visit new tenants and hand deliver our welcoming letter, coupons for two free coffee hours and a schedule of events offered at Park Hill. Everyone attending agreed with this. President Andrews asked for any other ideas regarding this. Sharleen Craft, social director suggested a "Newcomers Meet and Greet" every three months. This will be discussed at our next meeting.

At our last meeting, many residents felt that members shouldn't have to bake or buy refreshments for coffee hour. They felt that refreshments should be bought out of the coffee hour funds. One reason for this is that when refreshments are left over, they are used for other activities such as Bingo. Some also felt that they shouldn't have to pay for coffee hour when they bring the dessert.

President Viola Andrews opened the floor to thoughts on the issue of coffee hour refreshments. Pauline Legasse, treasurer stated that unless we want our funds to deplete, we would have to make enough every week to cover what is bought. Laverne Calsetta stated that we should take the money out of the treasury each week. Viola Andrews, President stated that baking or buying something once a month is not a bad thing. It was decided by vote that people

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who are willing to bake or buy something once a month would. Many who were attending said that they would be willing to do this.

We're still working with Executive Director Linda Collins regarding lawns being repaired, gazebos being put up and buildings being power-washed. If you have concerns regarding these things please come to the Director's meeting on Thursday, May 12, 2018 and the Housing Authority board meeting on Monday, May 21, 2018.

The price of laundry just went up from \$1.35 a load to \$1.45 a load for a normal wash without us being told of ahead of time. This will be brought up at the Director's meeting.

President Viola Andrews then opened the floor to tenant comments.

Viola Andrews, president brought up problems that people are having with a resident here and whether background checks are done on people moving in. This will be brought up at the Director's meeting.

Sharleen Craft, social director asked if we should have the pot luck supper on Friday, May 25, 2018 or on Monday, May 28, 2018, Memorial Day. It was voted to have it on Friday, May 25, 2018 and to have a picnic theme.

The meeting was closed at 11:07 a.m. by Viola Andrews, President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

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ATTACHMENT C

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

Resident Activities

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. Some of our new residents have been attending coffee hour. It's nice to see new faces at Tuesday Morning Coffee Hour.

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. 7 residents participated for the month of May.

A representative from the Town of East Windsor Social Services Department will be at Park Hill on May 30th from 9:00am-3:00pm for the Renters Rebate Program.

Food Share has a mobile truck that continues to distribute free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate with this very important program.

James Roberson from Panda Homecare came to Park Hill on April 19th at 1:00pm to host an hour of "Name That Tune ". Prizes were awarded to the winners. Approximately 8 residents participated in this event.

On April 29th at 10:00am, 2 East Windsor Police Officers came to speak to the residents about what their responsibilities are for the residents who reside in East Windsor. They also spoke about Scams and Identity Theft and the appropriate steps to take if this happens to the residents. Approximately 12 residents attended this informative event.

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Upcoming Services and Future Events

Kathleen Tisworth a representative from the CT Department of Banking will be here on May 31st from 1:00pm-2:00pm in the Community Hall and hosting a game of Fraud Bingo. Prizes will be awarded and refreshments will be served.

Some upcoming events over the next few months will be topics on Money Management and local authors.

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.

I have been recently attending a Focus group at the Enfield Senior Center on a monthly basis. This group is trying to develop a Pilot project that will develop a Friendly Visitor Program for elders who are isolated. Some of the people who attend this group are Social Workers, Clergy and other medical professionals. The next step is finding a payer source such as a grant writer for this program.

Respectively Submitted,
Jeannine Henneberger, RSC

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ATTACHMENT D

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

May

2018

Management-

Interviews for an architect to develop a feasibility study for the 7 acre parcel are scheduled for May 16th and May 23rd. Four architects have been selected to present their ideas and answer questions. The Housing Authority Board of Commissioners, Park Hill residents, neighbors of the 7 areas, the First Selectman, Director of the Building Department, Jenifer Selvnys from the Housing Development Team are invited to participate with the interview process.

I'll be attending the Board of Selectmen meeting on June 7th to discuss the upcoming PILOT (Payment in Lieu of Taxes) payment for the fiscal year 2018-2019 effective July 1st 2018.

Other Matters:

Our community hall roof is due to be replaced. I'll be obtaining quotes and researching if there are any grants available through the state of Connecticut.

As part of the replacement of the sidewalks, restriping of the parking spaces and walkways will be done within the next few weeks. Additional signs have been ordered for resident and visitor parking. "Property Under Surveillance" signs will be included.

Projects:

Wagner Associates is following up with the Department of Housing (DOH) regarding the status of the Small Cites Program Fund application for the conversion of four apartment tubs to showers. Recently there have been some staffing changes at DOH and Wagner Associates is concerned that there may be a delay with the approval process.

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Critical Needs Funding

There are a few outstanding items that the contractor for the sidewalks will be completing within the next couple of weeks; including the remaining repairs to the lawn.

Small Cities Grant

The fuel tank and concrete half wall that surrounded the tank has been removed. The automatic door systems for the three laundry rooms will be installed within the next few weeks.

Matching Funds Grant

All the projects under this grant have been completed.

Warm Weather Projects

During the summer months we will be power washing the buildings, cleaning the gutters, getting prices for trimming tree limbs and planting flowers and small bushes around the community building.

Vacancies

We have one pending transfer to a one bedroom due to an increase in household size which will leave 2 vacant efficiencies and then an additional vacancy scheduled for June 1st.

Respectfully Submitted,

Linda Collins, Executive Director