

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 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, . Commissioners E. LeBorious, and D. Menard were present. A. Bowsza was present via Zoom.

2. MEETING MINUTES:

A. Regular Meeting February 25, 2020

The minutes of the Regular Meeting of February 25, 2020 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner LeBorious to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS –

A. Motion made and duly approved to add Annual Budget to #14 New Business as item C, Current Meeting Dates to New Business as item A with Annual Calendar of Commission Meetings, and Personnel to item #16 Executive Session.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –April 2020

8. REPORT OF THE BOARD OF SELECTMEN – Deputy First Selectman Marie DeSousa reported that tax payments will be deferred until October 1, 2020. There will be a Covid drive thru testing at the back lot of high school, the first one will be tomorrow from 10 to 3. The Senior Center had a parade through town which I participated in. Teleconference meetings are held regularly with local and state officials regarding the upcoming primaries. Public service announcements will be forth coming.

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RSC

Hereto attached as Attachment A

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment B. Commissioner LeBorious asked about the PILOT Program. Executive Director Collins will check the agreement.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 MINUTES**

14. NEW BUSINESS –

A. Annual Calendar of Commission Meetings & Current Meeting Dates -

The board discussed changing the monthly meeting day from Tuesdays to Mondays.

Commissioner Burnham made motion, seconded by Commissioner Calsetta to change the day to the 3rd Monday of every month starting with our June 2020 meeting and keeping the day on Mondays for the next calendar year as well.

All in favor –Motion carried.

B. Election of Officers – Commissioner Burnham made motion, seconded by Commissioner Calsetta to keep the officers as they are. All in favor –Motion carried.

C. Annual Budget – The commissioners discussed the budget presented by Executive Director Collins. Commissioner LeBorious made motion to approve the 2020 – 2021 Annual Budget as presented seconded by Commissioner Calsetta. All in favor –Motion carried.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION –

A. Personnel

Motion made and duly approved to go in to Executive Session at 7:50pm to include Executive Director Collins and Assistant Executive Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 7:55pm.

No decisions were made in Executive Session.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:00pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 MINUTES**

Attachment A

**Resident Services Report
East Windsor Housing Authority
May 2020**

Resident Activities

Unfortunately, all of Park Hill activities have been canceled indefinitely until further notice to minimize the spread of the Covid-19 Virus to the Park Hill Residents and staff.

Community Program

The North Central Area on Aging is sponsoring the in-home version workshop called "Live Well with Chronic Conditions" This is now available to people in the comfort of their home. This workshop includes a toolkit that can be sent directly to participants at no cost and includes a Living a Healthy Life Book, exercise and relaxation CDs. Weekly phone calls from a trained Live Well Leader enhances the experience and can help to alleviate social isolation during the Covid epidemic. In the coming weeks I will provide information to the Park Hill Residents that explains the program and those who are interested I will sign them up for this workshop.

Upcoming Services and Future Events

A representative from the Town of East Windsor Social Services will be calling Park Hill Residents later this month to schedule appointments for The Rental Rebate Program.

Services and Referrals

I am currently working at home because of the Pandemic. I have been making phone calls to check on the residents' well being and following up with entitlement programs and other issues that may arise during the current situation. I am working with CHR to get services for a resident who is in need of an aide and a homemaker. I recently worked with the family of a resident who is now needing a hospital bed and a recliner equipped with more options to get in and out of. I also am researching options for a bereavement counselor to assist a resident with the loss of a spouse. This resource will also be beneficial for the future. There are certain circumstances that I will go to the office to assist residents if the situation can't be handled at home.

Residents are receiving meals from the senior center, the food pantry, and the soup kitchen.

Respectively Submitted,

Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 MINUTES**

Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

May 2020

Management:

Though we remain optimistic that the pandemic will soon be behind us, the Park Hill staff continues to stay in touch with each resident by phone to ensure that they are safe and well and of course ask if they need any necessities. Sometimes they enjoy just having a few minutes to chat with someone.

The noon day meal from the Senior Center continues to be available to all of our residents, groceries from the food pantry and dinners from Pauline's Stock Pot (the soup kitchen). The staff is picking up the orders from the pantry and soup kitchen and delivering them to the residents. Many thanks to Commissioner Menard for helping out as well!

While we continue to have our temporary maintenance laborer available to work at Park Hill he will be power washing the buildings beginning with 31-36 on the right and then moving up towards the cull de sac and back down towards level 1. He will also be working with Sarah to mow and trim the lawn. Our new lawn mower is very user friendly and efficient.

The Park Hill staff has been staying current with mandatory trainings via webinars. We are required to receive certifications for Fair Housing and Sexual Harassment trainings every two years. They are offered through ConnNahro and the Commission on Human Rights and Opportunities.

The Executive Director of ConnNahro will be participating in a special meeting with the governor to discuss long term effects on public housing from Covid 19. One of the main concerns is how the virus is impacting the financial stability of rental properties including housing authorities if tenants are not able to make their monthly rental payments due to layoffs. This is particularly a problem with family housing. I will pass on updates as they become available.

Marisa and I continue to participate in the zoomed town senior staff meetings coordinated by the First Selectman. These meetings are very helpful particularly during this time when our work environments are more isolated and restricted. It's a great way to stay connected and stay current with town events and updates.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 MINUTES

Many thanks to Commissioner Menard and Marisa for creating a Facebook page for the Housing Authority. Log in and feel free to share a story or post a comment.

Other Matters:

6 & 7 Acre Parcels

A few weeks ago the Department of Housing (DOH) in conjunction with the Connecticut Housing Finance Authority (CHFA) requested that Housing Authorities planning on future development and or substantial rehabilitation for their properties complete a survey intended to identify the need for future state funding programs. I submitted the survey with our plans to develop the 6 & 7 acre parcels. Due to the pandemic the dead line for submitting the survey is May 27th. I was sent an acknowledgment that our survey was received. I'll pass on updates as they become available.

501C3 Update

Once the Covid 19 epidemic is behind us I'll continue to meet with Commissioners LeBorinous and Menard to discuss our next steps.

Projects:

Gazebos

The three gazebos that we have purchased with state grant funding have been delivered and now need to be assembled. Before the onset of the pandemic the leader of a local boy scout troop offered to contact the scout master and discuss if the scouts would be able to volunteer to assemble the gazebos. Due to concerns with Covid 19, the earliest that they could consider this project would be the fall. In the meantime, I'll be exploring other options.

In addition to the three gazebos a fourth gazebo was mistakenly delivered. We called Wayfair, the distributor, and they said to keep or donate it. Since the three gazebos are sufficient for Park Hill donating it seemed like a good idea. Marisa suggested that we donate it to the Town Parks and Recreation Department. The Director Melissa was thrilled and very appreciative.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 26, 2020 MINUTES**

Solar Panels

I started the process of calling several solar companies to inquire about installing solar panels on our community hall building and options for our apartment buildings. The Green Bank provided a list of contractors who they have worked with and are familiar with program guidelines that apply to Housing Authorities.

Small Cites Grant

Due to the Covid 19 pandemic, the tub to shower project has been on hold. We are hopeful that in the near future we will be able to start the bidding process. We have two years to complete this project.

Vacancies

We have one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director