

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 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 phone.

2. MEETING MINUTES:

A. Regular Meeting May 26, 2020

The minutes of the Regular Meeting of May26, 2020 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Menard to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS – None

4. PUBLIC COMMENT - None

5. FEASIBILTY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –June 2020

8. REPORT OF THE BOARD OF SELECTMEN – Deputy First Selectman Marie DeSousa asked that we remind everyone to fill out the 2020Census. It benefits the town to have all of town residents do it. She stated that absentee ballots for the primary on August 11th will be available soon and there are three new business ventures in town.

9. REPORT OF THE TENANT ASSOCIATION –

Viola Andrews, President of the Tenant Association, was not present but did submitted a letter for distribution to all commissioners. Hereto attached as Attachment A.

10. REPORT OF THE RSC

Hereto attached as Attachment B

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

Hereto attached as Attachment C. Commissioner Menard shared that she has been tested for Covid at the East Windsor High School. She stated is was fast, easy and free. She would recommend that everyone get tested just to be on the safe side. Although you may not have any symptoms, you still might pass it on to someone else. Commissioners LeBorious and Menard shared they were on the committee for the Hartford Foundation for Public Giving. The foundation is accepting grant applications, perhaps there is something available for Park Hill.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS – None

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2020 MINUTES**

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – None

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:10pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2020 MINUTES

Attachment A

Attention all Park Hill Residents;

A special Park Hill Tenant Association Meeting was held May 28th, 2020 to count the tenants nominations for officers of the Tenant Association.

This meeting was attended by Tenant officers, nominees for these positions and Director Linda Collins.

The nomination sheets were counted and the results were, President Jeanne Snuckles, Vice President - Viola Andrews, Secretary Mary Wyse, Treasurer Maureen Previti and Member-at-Large Sharon Craft.

Park Hill has many new residents that are unaware of the many things that the Park Hill Tenant Association has accomplished to make Park Hill a better and safer community.

Every tenant is automatically a member of the tenant association. Some become active members by attending meetings, giving suggestions on ways to improve our life here and officers bring these ideas to the attention of our director and our Housing Authority Board. We also have inactive members. Whether you are active or inactive members, you all have the right to vote on officers and issues.

All officers must be voted in by tenants. When you receive your voting sheets, please vote even though there may be only one person running for each office. Thank You.

Viola Andrews - President Park Hill Tenant Assoc.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2020 MINUTES**

Attachment B

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

Resident Activities

Resident activities remain on hold due to Covid 19. There has been some attempt to have coffee hour outside but there was very little interest. The residents are socializing under the gazebos and practicing social distancing. Some of our residents are gardening outside their apartments and conversing with their neighbors.

Community Programs

Due to the Covid 19 restrictions a representative from the Town of East Windsor Social Services continues to complete applications for the Renters Rebate program over the phone with our Park Hill Residents. This program runs from April 1st 2020-October 1st 2020.

The Farmers Market Coupons distributed by the state, have not yet been sent to the East Windsor Social Services department. Once they arrive, they will be distributed to the residents who income qualifies. This program allows residents to purchase fresh fruits and vegetables from local Farmer's Markets.

Upcoming Services and Future Events

We are scheduling appointments for Pam the hair stylist when she comes to Park Hill to cut the resident's hair in the near future. Appropriate protocols will be put in place due to the Covid 19 virus to ensure the safety for residents and staff.

At the beginning of the Covid 19 Pandemic the staff reached out to all the residents to ensure that they were not feeling isolated or scared. We will continue to engage the residents to prevent social isolation and assure them that we are here to support their needs during this difficult time.

Services and Referrals

The residents continue to receive meals and food from the senior center and food pantry. I continue to visit with residents outside or talk to them on the phone to ensure that their benefits from local and state agencies are filed in a timely matter.

Respectively Submitted,

Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2020 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

July 2020

Management:

Our annual budget for the 2020-2021 fiscal year has been reviewed and approved by the Connecticut Housing Finance Authority (CHFA). Our fiscal year 2019-2020 yearend financial reports will be presented to the Commissioners at our next Board meeting in August. The Resident Services Coordinator twelve-month data analysis report will also be reviewed.

Management staff will be meeting the end of this week to share ideas how we can increase opportunities to socialize without comprising their health and safety. The Covid 19 restrictions are preventing many of our residents from interacting with friends and family. We will be discussing how we can provide activities and or other creative ways for residents to remain connected.

Commissioner Denise Menard, a member of the Rotary Club of East Windsor, shared with me that the club was recently approved for funds associated with a state Covid 19 program to purchase items for our residents such as a face mask, hand sanitizer and an activity i.e. cards or word games. The Park Hill staff has offered to assist with organizing and distributing the bags. Many thanks to Denise and the Rotary Club!

Other Matters:

6 & 7 Acre Parcels

On Thursday, July 16th I'll be participating in a conference call with DOH and CHFA to discuss our plans for developing the 6&7 acres. David Holmes from Capital Studio will be joining us as well. The purpose of the meeting is to discuss the feasibility study and development options available to us depending on funding opportunities. I'll have an update for the Commissioners at our Board meeting on July 20th.

The Connecticut Department of Public Health is requiring that owners of well water systems develop a contingency plan in order to continue to provide their customers/residents with healthy drinking water should an emergency situation arise. I have attached a copy of the plan that was submitted to the DPW on July 1st.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 20, 2020 MINUTES**

CHFA Covid 19 Resident Funds

Recently CHFA announced a grant available for a Covid 19 funding program to purchase essential items for Housing Authority residents not to exceed \$30.00 per household. We submitted an application for 84 Dollar General gift cards totaling \$2,520. Most of our residents' shop at this store in downtown Board Brook for groceries and other merchandise. Plus, it is within walking distance.

Projects:

Gazebos

Temporary gazebos have been erected on each level. I have one quote from a contractor to assemble and install the three new permanent gazebos. It has been difficult to find additional contractors at this time who are available to at least give us a quote. Hopefully we can get the gazebos erected before the fall. If not, we'll have to put this project on hold until the spring.

Solar Panels

The Green Bank is reaching out to various solar companies for proposals on our behalf for the installation of panels on the community hall roof. Plans for panels on the apartment buildings would be categorized under a different program. This is also being researched by the Green Bank.

Small Cites Grant

The bidding process for the tub to shower conversion will begin on Monday, July 20th. As required by the state, the request for proposals will be posted on the Department of Administrative Services web site. It will also be advertised on the Town web site and the Journal Inquirer. On Tuesday, July 28th there will be a mandatory walk through of several apartments to view different layouts. CDC Covid 19 guidelines for contractors and residents will be enforced. The bid opening will be held outside at the Town Hall on Thursday August 13th.

Vacancies

We have one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director