

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
SEPTEMBER 21, 2020 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, and D. Menard were present. A. Bowsza was present via Zoom. Commissioner L. Calsetta was absent.

2. MEETING MINUTES:

A. August 17, 2020

The minutes of the Regular Meeting of August 17, 2020 were reviewed by all Commissioners present.

Commissioner Menard made motion, 2nd by Commissioner LeBorious to approve the minutes as presented.

All in favor –Motion carried.

3. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –August 2020

8. REPORT OF THE BOARD OF SELECTMEN – Deputy First Selectman Marie DeSousa reported that due to what is happening with Covid-19, it has been recognized the Emergency Management needs an additional person. The Board of Selectman has authorized the additional expense for this and it has gone to the Board of Finance. Effective in 2022, the police department must have all police vehicles equipped the dash cams and all officers must have body cams. Chief DeMarco was able to acquire over \$70,000.00 worth of donations to help meet this new requirement. Development continues on the Sardelli property located on the corner of South Water St and Rt. 5. First Selectman Bowsza has met individually with any resident in the area that has concerns with the project.

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.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS – None

15. PUBLIC COMMENT – None

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16. SUGGESTION BOX – None

17. EXECUTIVE SESSION:

A. RSC Position

Motion made and duly approved to go in to Executive Session at 7:45pm 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.

Commissioner LeBoriosis made motion, 2nd by Commissioner Menard to approve contributing up to \$2000.00 towards the RSC position.

18. ADJOURNMENT

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

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

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

Resident Activities

Resident activities remain on hold due to Covid 19. The residents continue socializing under the gazebos and practicing social distancing. Some of our residents are gardening outside their apartments and having evening cookouts outside in small groups.

Community Programs

On August 31st Park Hill hosted an Ice Cream Day brought to you by the generous donation from Walmart of East Windsor. Ice cream was delivered door to door by the staff to Park Hill residents. The residents were happy to see staff delivering ice cream and it allowed staff to check in with residents to see that were not feeling isolated during the pandemic.

August was a very busy month for the Park Hill Residents. Park Hill hosted a Pizza Luncheon with the Staff at 12pm on August 13th, 20th, and 27th. Pizzas were generously being donated by the following restaurants Nonna's Pizza, Sofia's, Henry's Pizza and Main Street Grill. Approximately 8 to 12 residents attended these events.

On August 21st Park Hill hosted a Dance Party from 2pm-3pm and music was provided by DJ James Roberson. The dance party was held outside and social distancing was practiced. Approximately 6 residents attended this event.

On September 9th, Dottie an East Windsor resident donated 84 bouquets of flowers from Symes Farm to the residents at Park Hill. A bouquet was hand delivered to each Park Hill resident by Dottie and Marisa. The residents were very thankful for the generous gift.

On September 14th, at 1pm, Park Hill hosted an Outdoor Game Day for Park Hill residents. Some of the games included Corn Hole, Hillbilly Horses and Fishing Day. This type of activity provides the residents with socialization and exercise which benefits them mentally and physically. Approximately nine residents attended this event.

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Upcoming Services and Future Event

October 15th-December 7th 2020 is open enrollment for Medicare Part D. This program pays for the residents' medications. The open enrollment period allows the residents to enroll for the first time or change their plan. I will be sending out notices to Park Hill residents to contact me if they require assistance on either making changes or enrolling for the first time.

Other Important Issues

During Tropical Storm Isaias many of the residents lost their food due to the power outage. The Department of Social Services will automatically reimburse 20 percent of their Food Stamps. The USDA Has approved this for Connecticut Snap receipts statewide, no other action is required to receive these automatic benefits.

To request individual replacement benefits for more than 20 percent of food loss, the residents must submit the forms provided by Department of Social Services. I assisted some of the residents with the forms who qualified for this benefit.

Services and Referrals

I continue to assist the residents with entitlement programs such as Medicare, Husky and SNAP Benefits. Appointments are usually made by phone or outdoors weather permitting.

Respectively Submitted,

Jeannine Henneberger, RSC

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

September 2020

Management:

As this pandemic continues, the Park Hill staff stays in close contact with our residents to ensure that they have plenty of food, able to get their prescriptions and transportation to medical appointments. We have been organizing outside activities to encourage socialization and to meet other residents who recently moved in. During these activities social distancing and wearing a mask is mandatory. We've had pizza luncheons, ice cream sandwiches delivered to their apartments, a dance party with a DJ and most recently game day. Some of our residents are hesitant to be around other people due to Covid 19 so they do not participate in the outdoor activities. We stay in touch with them by phone.

On Friday, September 25th Marisa and I will be having a conference call with our fee accountant Gwen Burgess to discuss how she can assist with preparing for our upcoming audit and answer questions that we have regarding Quick Books. To prepare for the conference call, we will be forwarding to her sample financial reports and bank statements for her review.

As a follow up to our meeting on August 4th with Wattsaver Lighting Products to discuss an energy savings program with Eversource, Wattsaver has proposed several upgrades to our exterior and interior lighting. For example, adding more lighting on the first level from the parking area to the apartments, replacing the ceiling fixtures in the community hall, offices and bathrooms. New or upgraded lighting in the apartments depending on the age of the fixtures. There will be a cost to the Housing Authority, however, CHFA may have matching funds available that we can apply for; I am waiting for a response.

Other Matters:

6&7 Acre Parcels/Feasibility Study

I am currently discussing with Dave Holmes, our architect, what some of our options are to proceed with the feasibility study. I'll have an update at our next meeting.

CHFA Covid 19 Resident Funds

Our application for the CHFA Covid 19 funding program to purchase essential items for Housing Authority residents has been approved. Each of our 84 households will receive a \$30.00 gift card to Dollar General totaling \$2,520. Many of our residents rely on purchasing most of their food, personal and household items at Dollar General. It is located in downtown Broad Brook and very accessible for our residents who do not drive.

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Projects:

Gazebos

At our last Board meeting, we discussed the option of volunteers assembling the gazebos. I contacted our Workers' Compensation carrier and they will not provide coverage for anyone other than a paid employee. I then called our liability insurance carrier and they can provide a rider to our policy for an additional \$250. The coverage would be for medical expenses up to \$5,000. Since we are approaching the cooler weather, there is no need to assemble them before spring. This will give us some time to decide our next steps.

Solar Panels

I have been in touch with our First Selectman, Jason Bowsza, to discuss how the Housing Authority and the Town can benefit from a solar energy program that would be cost effective for both. As I previously mentioned the Green Bank has developed a Purchase Power Agreement with the East Windsor solar company, Green Earth for our review. John D'Agostino will be contacting Jason to discuss if the Town and the Housing Authority would qualify for any collaborative solar programs.

Small Cites Grant /Tub to Shower Conversion.

On August 25th the bid opening was held at the Town Hall. There were four contractors who submitted bids. The lowest bid was significantly lower than the next to the lowest bid, therefore it was decided to have a "Scope of Work" meeting with the contractor. On Thursday, September 10th, I had a conference call with the contractor, our consultant and architect to discuss more specifically the cost per unit pricing and experience with any similar projects he has completed. We also asked for references which we are currently contacting.

Vacancies

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director