

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 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, L. Calsetta, and D. Menard were present. A. Bowsza was present via zoom.

2. MEETING MINUTES:

A. October 19, 2020

The minutes of the Regular Meeting of October 19, 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

Motion made and duly approved to add Meeting Dates to New Business as 14A.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –October 2020

8. REPORT OF THE BOARD OF SELECTMEN – Deputy Selectman Marie DeSousa

Deputy Selectman DeSousa reported the property on Rt 5 has changed hands. The selectmen are still working on the solar project on the Charbonneau Pits. Town Hall is closed, they will meet you at the door if you need anything. Richard Austin was hired as the Fire Marshall for Broad Brook, he is the Fire Marshall for Warehouse Point and a new town planner was hired.

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.

Executive Director Linda Collins discussed possible energy upgrades through Eversource. Linda stated she will be apply for a grant through the Conn. Housing Finance Authority for the authority's portion of the upgrades which will be approximately \$9,000.00. If the grant does not go through, she is asking for approval to spend these funds. Commissioner Menard made motion, 2nd by Commissioner Calsetta to approve contributing up to \$9,000.00 towards energy upgrades. All in favor – motion carried.

12. POLICIES AND PROCEDURE - None

13. UNFINISHED BUSINESS – None

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14. NEW BUSINESS

A. Meeting Dates – Commissioner Burnham proposed changing the monthly meeting to every other month and the days to Mondays & Tuesdays. After discussion, motion made and duly approved to hold the monthly board meetings on the 3rd Wednesday of every month and to continue meeting monthly.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION - None

18. ADJOURNMENT

Motion made and duly approved to adjourn at 7:45pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

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

The Park Hill residents have been notified that until we hire a new Resident Services Coordinator Marisa and I will be available for anyone who needs assistance.

Resident Activities

Resident activities continue to remain on hold due to Covid 19.

Community Programs

Many of our residents continue to receive the “grab and go” meals also known as Meals on Wheels from the Senior Center. They also go to the Five Corner Cupboard Pantry and the Foodshare distribution.

The Social Services Department is offering again this year a Holiday Basket to our residents.

Upcoming Services and Future Event

On Monday, November 9th, eight residents had their hair cut by our hairstylist, Pam. She only charges \$12.00 and is very personable.

October 15th-December 7th 2020 is when open enrollment starts 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. Notices will be sent to Park Hill residents to contact the office should they require assistance with either making changes or enrolling for the first time.

Services and Referrals

Marisa and I continue to reach out by phone to residents and ask if they need any assistance or sometimes, they just like to talk. Particularly during this pandemic, we remain mindful of our residents who tend to be more private and isolated.

Respectively Submitted,
Linda Collins, Director

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

November

2020

Management:

The community continues to be supportive of our Park Hill residents. The Lions club recently donated many books to our lending library located in our community hall. During these last few months, our residents are borrowing more books, puzzles and movies. I anticipate that the numbers will increase during the colder months as more people will be spending additional time inside.

Marisa and I have interviewed five applicants for the RSC Resident Services Coordinator position. We received approximately 55 resumes, mostly from the web site, Indeed. We have narrowed down our search to one candidate. I'm currently checking references.

On Thursday, November 5th Marisa and I participated in the "Haunted Highway" sponsored by the Parks and Recreation Department held at the Reservoir Recreational Park in East Windsor. Cars drove through and stopped along the way at decorated tables and candy was given to all the children. There were approximately 22 people from various departments and businesses who participated and most wore costumes. It was a great success and a lot of fun.

Other Matters:

Eversource Energy Efficient Program

I have been discussing with Eversource the eligible energy savings upgrades for the Housing Authority. The three upgrades for Park Hill are 1) exterior and common area lighting for the community hall 2) interior lighting for the apartments 3) replacing HVAC wall units in the apartments. The Housing Authority will be responsible for a portion of the upgrades. As I previously mentioned, there are state funds available through CHFA to offset this expense. The maximum allowable funding we would be eligible for is \$75,000. Since the apartment lighting upgrades and wall units will be the most costly to the Housing Authority, I would like to proceed at this time with the exterior and common area lighting and request that the Commissioners approve that we

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incur the expense of \$651.40 for this project. We can then apply for state funding associated with the remaining two projects. I'll have additional information for our Board meeting.

6&7 Acre Parcels/Feasibility Study

There are no updates at this time regarding the feasibility study.

Solar Panels

On October 19th Marisa and I participated in a conference call with Jason Bowsza, our First Selectman and the Green Bank to discuss how the Housing Authority and the Town of East Windsor can benefit from a solar energy program. Since then, the Green Bank has reviewed our initial application and has determined that there is no benefit to the Housing Authority or the Town for us to collaborate with a solar energy project. Each project whether it is directly affiliated with the Town or the Housing Authority will have its own agreement. We would not qualify to be included as a Town building. The next step for is to have Green Earth the solar company who has been selected to do the installation at Park Hill to conduct a site visit.

CHFA Covid 19 Resident Funds

The eighty-four \$30.00 gift cards to Dollar General that were purchased by the CHFA Covid 19 funding program were delivered to all of our residents. They were very excited and appreciative.

Projects:

Fire Alarm Inspection

On November 10th, our fire alarm system was inspected. There were no findings. We are up to date for all of our system inspections; smoke alarm, call for aide, back flow preventer, sprinkler system, generator and well water.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director