

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 17, 2021 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 and D. Menard were present. Commissioners E. LeBorinous and L. Calsetta were absent.

Motion made and duly approved to go out of order to # **13. UNFINISHED BUSINESS** –

Solar Panel Presentation. John D’Agostino of The Green Bank joined the meeting via Zoom. John gave a brief summary of the solar program and answered questions the board members had.

Commissioner Menard made motion, 2nd by Commissioner Bowsza to approve the resolution labeled as Exhibit A. All in favor –Motion carried

Motion made and duly approved to go back to order.

2. MEETING MINUTES:

The minutes of the Special Meeting of February 17, 2021 were reviewed by all Commissioners present.

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

All in favor –Motion carried.

3. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT –

Maureen P. #30 asked who she should contact regarding the bus that drives through Park Hill to take people places. Maureen was told the Senior Center would be the place to call. Maureen also asked why we were not using the field across from the parking spaces for solar panels and asked if the electricity would be sold back. It was explained to her the solar panels would just be going on the community roof.

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –February 2021

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 Collins discussed a sewer line back-up. She has received three quotes to make the repairs.

Motion made and duly approved to award the sewer project between units 23 & 24 to John Holden Construction.

12. POLICIES AND PROCEDURE - None

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14. NEW BUSINESS - None

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION

A. Pursuant to C.G.S. Sec. 1-200(6)(D) discussion of the selection or the lease, sale, or purchase of real estate.

Motion made and duly approved to go in to executive session at 7:50pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior. Executive Director Linda Collins and Assistant Director Marisa Prior left executive session at 8:10pm.

The Board came out of Executive Session at 8:13pm. No decisions were made in executive session.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:35pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

**CERTIFIED COPY OF UNANIMOUS RESOLUTION
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY/TOWN OF EAST WINDSOR CONNECTICUT**

The undersigned hereby certifies that he/she is the duly elected, qualified and acting Secretary of the Housing Authority named above, which Housing Authority is organized and existing under the laws of the State of Connecticut. The undersigned further certifies that the following is a true and accurate copy of a resolution unanimously adopted at a meeting of the Board of Commissioners of said Housing Authority duly called and held at its offices on the ____ day of _____, 2020, at which meeting a quorum was present and voting throughout.

“WHEREAS the Housing Authority intends to renovate or retrofit that certain real property owned by Housing Authority and located at Park Hill, Broad Brook, Connecticut 06016 (the “Property”) to install renewable energy systems at the Property, which installation will be fixed to the Property (the “Project”). The Housing Authority has applied to CEFIA Holdings LLC (the “Lender”), an affiliate of the Connecticut Green Bank, for financing for the Project through a solar power purchase agreement and associated system site lease with a nominal value of \$103,974 (the “PPA Obligation”), which PPA Obligation will be secured by a benefit assessment lien against the Property to be repaid over a term of 20 years (the “Benefit Assessment”), as more particularly provided in that certain Solar Power Purchase Agreement by and between Lender and the Housing Authority (the “PPA”) and associated System Site Lease by and between Lender and the Housing Authority (the “Site Lease”).

BE IT RESOLVED: that the Housing Authority be and hereby is authorized and empowered, in accordance with the requirements of the program (as defined in the PPA), to obtain the PPA Obligation pursuant to, and upon the terms and conditions contained in the PPA and Site Lease;

BE IT FURTHER RESOLVED: that each officer of the Housing Authority, acting alone, be and hereby is authorized and empowered and directed to do all things that may be necessary or appropriate to obtain and consummate the PPA Obligation, including execute the PPA, Site Lease and all such other security agreements, instruments, documents and other agreements, and grant any security interests and liens in any of the assets of the Housing Authority, as Lender shall reasonably require, with all such additional terms and conditions as such officer shall determine to be necessary, useful or required in furtherance of or in order to give effect to the purpose or intent of the resolutions set forth herein; and

BE IT FURTHER RESOLVED: that any acts of any officer of the Housing Authority, acting alone, on behalf of the Housing Authority taken prior to the date hereof which would have been authorized by the foregoing resolutions, be, and they hereby are, individually and collectively ratified, confirmed, adopted and approved.”

The undersigned further certifies that there is no provision in the Housing Authority’s by-laws of the limiting the power of the Board of Commissioners to pass the foregoing resolution and that the same is in conformity with the provisions of said Housing Authority’s by-laws.

Given under my hand as Secretary of said Housing Authority this ____ day of _____, 2020.

Signature: _____

Print Name: _____

Title: Secretary

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Attachment A

**Resident Services Report
East Windsor Housing Authority
March 2021**

Resident Activities: *A second socially distant coffee hour is scheduled for March 16th. A maximum of 6 attendees can participate at this time. Social distancing and mask parameters will be in place. Further resident activities are pending Covid social parameters.*

Community Programs: *Community programs at this time include The Five Corner Cupboard for weekly food distribution, senior center Meals on Wheels with distribution day on Tuesday, Pauline's Stock Pot Kitchen with "grab and go meals" weekly on Friday beginning at 4p.m., and bimonthly Mobile Foodshare located at the St. Catherine's parking lot every other Thursday of the month. Haircuts with Pam was scheduled in early March with 4 appointments. Two major food distributions were provided to the residents of Park Hill one coming from the Lions, the second from the town of East Windsor. For both distributions the food boxes contained milk, cheese, yogurt, apples, onions, potatoes, and two selections of meat.*

Upcoming Services and Future Events: *Phone calls have been made to residents meeting the parameters for the Covid vaccination. Assistance has been provided for locating and scheduling appointments for the vaccine. Additional vaccination sites have become available including the Annex in Enfield, Johnson Memorial Hospital and the Xfinity Center in Hartford. The Pratt and Whitney site in East Hartford, the VA and area mobile clinics including East Windsor continue with availability, however, waiting lists have occurred at some locations. May is National Older Americans Month and ideas are being generated to recognize our older adults at Park Hill in the month of May.*

Services and Referrals: *Assistance has been provided for those residents who did not receive either the first or second federal income stimulus checks. Follow up phone calls were made to the IRS to determine whereabouts of the payments. 1040SR forms were completed for the unaccounted stimulus checks to be refunded. Contact information and assistance has been provided for the Connecticut Home Care Program for Elders for residents and their families inquiring of low cost, affordable companion and homemaker services. Contact information and assistance has been provided to residents inquiring of dental assistance to the Connecticut Dental Health Partnership. Contact information and assistance has been provided for those inquiring of tax assistance. Residents continue to reach out to this RSC as a point of contact for information regarding their social service benefits and to communicate their well-being. Phone calls are made routinely to check in on residents during Covid and this time of isolation to inquire of needs.*

*Respectfully Submitted,
Carolyn Kita
Resident Services Coordinator*

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

March

2021

Management:

We are very appreciative of the generous contributions from our East Windsor community organizations as we continue to recover from the pandemic and this long winter. Thank you!

Marisa and I continue to work with our fee account and auditing firm for fiscal years ending 2019-2020. We have been working closely with our fee accountant to update many of the Quick Book reports that are required to complete the audit. This has been a time-consuming project, however going forward, quick Books will be easier to navigate and more in sync with the CHFA reports for the quarterly financials.

The application for the CHFA Resident Program Grant requesting \$2,000 has been approved. \$25 gift cards will be purchased for Dollar General gift cards for each of our 84 households. Previously when we purchased gift cards for Dollar General using the same program funding our residents were thrilled. The Housing Authority will be contributing a total of \$16.

Our annual rent redetermination process is in process. Every year according to state guidelines we need to verify the income and assets of our residents to determine their rent effective July 1st. Most of our residents are in compliance and have been recertified. We are reaching out to family members to assist with some of our residents who are having difficulty obtaining the required documents for their recertification. Due to the CDC guidelines for Covid 19 we continue to take precautions and have been meeting in the community hall instead of our offices. It is easier to maintain social distancing.

I am currently working on the budget for fiscal year 2021-2022. I had planned on completing it in time to discuss with the Commissioners at our upcoming March Board meeting however due to preparing for the audit it is not ready for discussion. I will have it completed for the April Board meeting.

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Other Matters:

6&7 Acre Parcels/Feasibility Study

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

Solar Panels

John D'Agostino and Emily Basham from Green Bank will be meeting with us via zoom at our next Board meeting to answer questions regarding the installation of the solar panels on the community hall roof.

Projects:

Gazebos

Maintenance has begun constructing the gazebos. We also have a seasonal worker helping with this project. A contractor will be installing the concrete piers and obtaining the necessary permits. There are a total of three gazebos, one for each level.

Sewer line Back Up

I have received two quotes and waiting on a third to clear and repair the sewer line for two of our adjoining apartments. This is due to tree roots that have penetrated into the sewer lines causing backups in these two units. I will discuss the proposals at our next Board meeting.

Tub to Shower Conversion – CDBG Funding

The bidding process will soon be under way for the tub to shower project. It is anticipated that there will be no issues to delay the start date which is scheduled to be this spring or early summer.

Vacancies

We have one vacancy and two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director