

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 27, 2021 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, A. Bowsza, and D. Menard were present.

2. MEETING MINUTES:

A. November 16, 2020

The minutes of the Regular Meeting of November 16, 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 Write Offs to New Business as 14A.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –December 2020

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

Deputy Selectman DeSousa clarified that at our November meeting a Zoning & Wetlands Compliance Officer, Ruthanne Calabrese, for the Planning & Development Department was hired, not a town planner. A town planner was recently hired. A vaccine site is being set up in East Windsor for next Thursday. You do have to make an appointment. Town hall renovations are mostly complete. The Park & Rec Department & the Senior Center are doing a wonderful job.

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

A. Write-Offs- After discussion, motion made and duly approved to accept the write-offs as presented by Executive Director Collins.

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 27, 2021 MINUTES**

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION

A. Real Estate Concerns

Motion made and duly approved to go in to executive session at 7:36pm to include Executive Director Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 9:00pm.

No decisions were made in executive session.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 9:05pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 27, 2021 MINUTES**

Attachment A

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

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 continue to get food from the Five Corner Cupboard Pantry and the Food share distribution.

Many of our residents signed up for the Holiday Gift Baskets from the Social Services Department. Food items and gift cards were included.

Upcoming Services and Future Event

On Monday December 21st, seven residents had their hair cut by our hairstylist, Pam. She only charges \$12.00 and is very personable.

Several of our residents have contacted the office for assistance completing applications for continued assistance for the SNAP (food stamp) and Husky programs. The forms that they receive can be very confusing and if a phone call is necessary to the Department of Social Services the hold time can be up to 1 hour. This process can be very daunting and frustrating so it is important that we are available to assist.

Most of our residents are working with the East Windsor Social Services Department to apply for Energy Assistance. We are assisting with this process to ensure that our residents are providing the correct paperwork.

Services and Referrals

We continue to reach out by phone to our 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

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 27, 2021 MINUTES**

Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

January

2021

Management:

Marisa and I continue to work with our fee account and auditing firm on the audit for fiscal years ending 2019-2020. An extension has been approved by DOH and CHFA. Due to Covid 19 the state is granting extensions until January 31, 2021 for various reporting requirements. The original due date was December 31, 2020.

CHFA has additional funding available for the Resident Program Grant; similar to the funding that we recently received for purchasing the Dollar General gift cards. This state program has been created to assist residents during the pandemic with purchasing essentials such as food and personal necessities. We received \$2,500 from the last grant which enabled us to purchase a \$30 gift card for each of our 84 households. \$2,000 is available from this grant. We are planning on purchasing Dollar General gift cards once again this time for \$24 instead of \$30. The Housing Authority will be contributing a total of \$16.

Other Matters:

Eversource Energy Efficient Program

The lighting upgrades for the exterior, community hall and the apartments have been almost completed. A different type of fixture may need to be installed in the second level efficiencies than anticipated. There are no ceiling lights in these apartments therefore the light in the closet may qualify to be replaced with a more efficient fixture under this program. I'm waiting on the approval of the Small Improvement Program application to CHFA requesting the remaining balance of \$6,762.16.

6&7 Acre Parcels/Feasibility Study

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

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 27, 2021 MINUTES**

Solar Panels

The original proposal from Green Earth to install solar panels on our Community Hall roof will remain in effect for an additional two years. What this means is that if we decide to have the panels installed our savings on utility costs will be based on \$0.116 per kilowatt instead of the current \$0.157 with no increase for the next 20 years. Our annual utility cost would decrease from \$9,186 to an average of \$6,798. We can discuss the next steps at our Board meeting.

Projects:

In preparation of the upcoming budget for fiscal year 2021-2022 I'm working on projections for capital improvements during the next five years. I will be including repairs and or upgrades to our water system. Aqua Pump our service contractor is making recommendations for anticipated improvements.

The maintenance staff is continuing to stay on schedule with cleaning all the AC/heating wall units. This is a much-needed preventative maintenance project that is necessary to avoid more serious issues. The outside condensers are also being cleaned and checked for any loose wires or cables.

Vacancies

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director