

East Hampton Housing Authority  
Regular Meeting  
Thursday, January 19, 2023  
Chatham Acres Community Room & Via Zoom

**MINUTES**

**Present:** Chairman Ted Hintz, Terry Concannon (Zoom), Ann McLaughlin, Bunny Simko (Zoom) and Shelley Grendzinski

**Call to Order & Pledge of Allegiance**

Chairman Hintz called the meeting to order at 10:00 a.m. in the Chatham Acres Community Room and via Zoom.

**Adoption of Agenda**

A motion was made by Ms. McLaughlin, seconded by Ms. Concannon, to adopt the agenda with the addition of the following items under New Business: Windows; Hot Water Tanks, Shed and Signage Update. Voted (5-0)

**Executive Director**

**Brief Update**

The Executive Director position has been posted on the CONN-NAHRO website. No resumes have come in yet. A part time Resident Service Coordinator has started and works two days per week.

**Approval of Minutes**

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to approve the minutes of the Housing Authority Meeting of December 15, 2022 as presented. Voted (4-0-1) Ms. Concannon abstained as she was not present at the meeting.

**Public Comment**

None

**Finance**

**Review of Financial Statements & Budget**

The accountant is coming in to meet with Chairman Hintz this week. The budget is due and the Payment In Lieu of Taxes (PILOT) is due in to the town.

**Review of Bills**

No update

**Community Development Block Grant (CDBG) Update**

Chairman Hintz has reached out to the State again but no information has been provided.

**Continued Business**

**Winter Parking**

Ms. Grendzinski met with Grasshopper Landscaping regarding the plowing and winter parking. All residents will receive a notice in their door regarding the policies. A phone call system has been set up to notify the residents about moving their cars.

## **Tenant Handbook Review of Unapproved Version**

This item will be handled at the next meeting.

## **New Business**

### **Hiring Update**

Ms. Simko noted that the Executive Director position was posted with CONN NAHRO. It received a lot of views on the website but no resumes were received. There was discussion of posting it in other places such as the Town website, the Rivereast and the Middletown Press.

### **Computer Security**

Chairman Hintz met with Chris from Now IT Works regarding security for the computers at both locations. There were some personal programs on the computers that were removed. They are working on getting a new website EHHA.gov set up by early February. There was a site EHHA.org being set up but there were some issues. The .gov website will be more secure. There was discussion of a firewall for the computers for both locations. The cost would be approximately \$5,600 for three years for the equipment and configuration.

A motion was made by Ms. Simko, seconded by Ms. Concannon, to approve the purchase of the firewall equipment and subscription for both locations for a total of \$5,600 for the first three years.

### **Discussion of Mitsubishi Splits**

There are two units at Bellwood that are not working. They are used mostly for air conditioning as they tenants have baseboard heating. The Chair suggested waiting on replacing the units until the grant information is received.

### **Windows**

Chairman Hintz has received one quote with another on the way. He needs one more quote.

### **Hot Water Heaters**

Chairman Hintz has received three quotes for hot water heaters of \$1150 from Ron Wall, \$1200 from Mark Cibula and \$1250 from Bobby Meyer from Portland.

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to retain Ron Wall to replace the hot water heaters. Voted (4-0-1) Mr. Hintz abstained.

### **Sheds**

Ms. McLaughlin reported there are 4 sheds that are filled with junk. They will be cleaned in the spring. Tenants will be notified when the clean out will occur so they can determine if their items will be saved. The board will create a Storage Policy.

### **Signs**

Ms. McLaughlin reported that Fire Chief Rainville met with Ed regarding the apartment number signs for Bellwood. He noted that the Fire Department will donate the signs, the cost would be \$465, and Ed will install them.

### **Vacancy Report**

Ms. Simko reported that there are 4 vacancies. There are 14 applications that have been received. The open apartments are not subsidized or wheelchair accessible. The applications will need to be reviewed to see if anyone is qualified for the open units.

## **Liaison Reports**

### **Commission on Aging**

Ms. Grendzinski reported that there is now a bus driver for the Senior Center. The van is in the final stages of being repaired and registered. The former Chairman of the Commission on Aging, Bob Atherton, passed away.

### **Tenant Commissioner**

Ms. Grendzinski reported that the town website needs to be updated with the correct date and time for Housing Authority meetings. The light near the dumpster needs repair. Also there was an issue with a dumpster at Bellwood that was left open and the water that gather was frozen in the bottom. Residents should be sure the lid is closed after dropping items.

## **Communications, Correspondence & Announcements**

There will be a gathering for Captain Gerry on Friday, January 20<sup>th</sup> at 3pm at Chatham Acres.

Ms. Concannon asked if the Housing Authority needs to pay sales tax. They do not.

Mapping of the units will be discussed at the next meeting.

### **Public Comment**

Marty noted that his air condition is not working.

Resident #4 Bellwood noted that the dumpsters get very full and the wind blows the covers open. Also, there is a sofa by the dumpster that someone was taking apart to fit into the dumpster.

Alberta noted that the split units need to be cleaned.

Linda noted that black ash was coming out of the split units at one time and the company came out to clean them all. They also need better instructions for operating the units.

Kelly noted there is some medical type equipment such as shower chairs in the sheds and hopes they are not disposed of.

Linda asked about apartment transfers. Ms. Simko noted there is a transfer policy that was put in place January 19, 2022 noting specific reasons that a transfer would be allowed.

## **Adjournment**

A motion was made by Ms. McLaughlin, seconded by Ms. Simko, to adjourn the meeting at 11:00am. Voted (5-0).

Respectfully submitted,

Cathy Sirois

Transcribed from recording