

**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 6:30 p.m. by Chairman J. Burnham. Commissioners A. Bowsza, M. Simmons, and M. Wyse were present. Commissioner S. Trip was present via Zoom.

2. MEETING MINUTES:

The minutes of the Regular Meeting of March 20, 2024 were reviewed by all Commissioners present. Commissioner Wyse made motion, 2nd by Commissioner Simmons to approve the minutes as presented. All other commissioners in favor –Motion carried.

3. ADDED AGENDA ITEMS – Motion made & duly approved to add to New Business as Item A. Tree Cutting

4. ANY NOTES RETRIEVED FROM THE SUGGESTION BOX – None

5. FEASIBILITY STUDY OF THE 6 & 7 ACRES – None

6. CORRESPONDENCES TO THE AUTHORITY– None

7. FINANCIAL REPORTS –March 2024

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RESIDENT SERVICES COORDINATOR

Hereto attached as Attachment A

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment B

Executive Director Collins shared that 3 names have been used to reference the East Windsor Housing, Town of East Windsor Housing Authority, The Housing Authority of the Town of East Windsor, and the East Windsor Housing Authority. Commissioner Wyse made motion 2nd by Commissioner Simmons to select East Windsor Housing Authority. All in favor – Motion Passed.

12. UPDATE ON REVISIONS FOR POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS – None

14. NEW BUSINESS –

a. Tree Cutting – Commissioner Burnham would like the evergreens on the 6 acres of land that the authority owns cut. It was discussed that the evergreens are over grown and should be removed. Executive Director Collins will get 3 bids for the tree cutting.

15. PUBLIC COMMENT- None

**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

16. EXECUTIVE SESSION -

- a. Pursuant to C.G.S. Sec. 1-200 (6) (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

Commissioner Simmons made motion, 2nd by Commissioner Bowsza to go in to Executive Session at 7:00pm to include Linda, Marisa, and Denisha.

The Board came out of Executive Session at 7:10pm.

No decisions were made in Executive Session.

17. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:11 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

Attachment A

**Resident Services Report
East Windsor Housing Authority
April 2024**

Resident Activities:

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Friday evening games and Sunday Wii bowling, movies.
- Seasonal decorating of community hall.
- Monthly tenant association meeting and monthly director's meeting.
- Haircuts with Pam.

Community Programs:

- Five Corner Cupboard: Weekly on Tuesday 9:00-5:30 (2024 schedule posted).
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Soup Kitchen with Wednesday lunch dine-in and Friday Grab-n-Go dinner.
- Foodshare bi-monthly Friday distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Senior center April calendar posted to RSC community board.
- April community board at RSC's office "Take-It-Down and Read It": Micro-Transportation Program sponsored by the Greater Hartford Transit District.
- Memos are circulated monthly to update Park Hill residents of programs, services and events.
- New--Greater Hartford Micro-transportation in effect since April 1st and has been used by a resident with positive feedback.
- Live Well Series: Living with Chronic Conditions/Chronic Pain Telephonic Workshops.
- Big Y Eating Well Series—on line nutrition education series.

Upcoming Services and Future Events:

- April 5th: Angie Surowiecki from UCONN Extension: SNAP Education will be providing a program of nutrition and heart health.
- April 16th: Rescheduled Meet and Greet to Welcome new Residents and share community programming.
- April 23rd Nutrition Jeopardy: Rescheduled from March.
- First Choice Mobile Podiatry clinic Park Hill is booked May 3rd. Residents will be notified.
- May is National Older Americans month with the theme: Powered by Connection. Activities will be planned for the Powered by Connection theme.

Services and Referrals:

- DSS application assistance for applications and renewals for SNAP, MSP, "Spend-Downs", and Medicaid.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Connecticut Home Care Program for Elders: Follow up and advocacy for services for qualifying and participating residents with Connecticut Community Care whom oversees the care management of those in the program.
- Energy Assistance application assistance with paperwork and scheduling with EWSS.
- Renter's Rebate application assistance with paperwork and scheduling with EWSS.
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**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

- Rent Recertification assistance with paperwork organization, calls to Social Security and retirement income for replacement 1099's.
- Assistance with coordinating medical appointments, referrals, lab work and vaccines, tele-health appointments.
- Technology assistance—government cell phones activation, maintenance, renewals/ACP program for internet access.
- Referrals to EW Social Services and Five Corner Cupboard for services and supports including the East Windsor Wellness Association.
- Meet with residents regularly following up of needs, including; credit counseling with Federal Trade Commission guidance, DSS benefit coordination, connecting with long term care services and supports through the Homecare for Elders Program, Connecticut Community Care Care managers, assisting with medical appointments and transportation.
- Continue to provide food and nutrition support with on sight food pantry. In March, the on-sight pantry was utilized 2 times with 19 individual items being distributed.

Continuing Education:

3/26/2024 Greater Hartford Transit District Micro-Transportation Program: Presenter Margaret Banker visited Park Hill to discuss the new transportation opportunity in Broad Brook that can directly impact residents in need of transportation services.

3/29/2024 Medicare Rights Center: Focus on D-SNP (Dual-Special Needs Plans) insurance coverage.

4/1/2024 National Center on Law & Elder Right: Dual Eligible Special Needs Plans—these are Medicare/Medicaid insurance plans to service specific demographics and health needs. Many residents are on these plans with specific coverage.

Lastly, continuing work with the Greater Together Grant project to promote technology supports for Park Hill residents. The tv/monitor has been placed and next the laptop will be connected.

Respectfully Submitted,
Carolyn Kita
Resident Services Coordinator
April 16th, 2024

**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

April 2024

Management:

Denisha Barnes, our new Administrative Assistant started her new position with us on Monday April 8th. She has experience in property management and other work history that gives her a well-rounded background. This past week she has met several of our residents and is learning quickly her new job responsibilities. We are very fortunate to have her working at Park Hill. Denisha will be attending our next Board meeting on April 17th.

On Tuesday March 26th Margaret Banker of the Greater Hartford Transit District met with our residents to discuss the new Microtransit pilot program that will provide accessible transportation for our residents in Broad Brook and travel to Enfield. The cost will be \$3.00 one way to travel anywhere in the service area. The hours will be Monday-Saturday from 8:00am-6:00pm and Sunday from noon-6:00pm. The program started April 1st and will be available for two years. If the pilot is successful, it could be a permanent means of local transportation and possibly be expanded to other towns.

On March 27th the Water Pollution Control Authority (WPCA) had their monthly meeting. Jay Ussery from Russo & Associates requested that the Housing Authority be on the agenda to request a waiver for the water connection fees for the 6 & 7 acres. Each connection is \$6,500 however the fee can be waived for municipal facilities. The Board members of the WPCA would like to see documentation that specifies that the Housing Authority is a municipal facility. The "Assistance Agreement" that we have with the State dating back to the early 70's references in this document that we are a "municipal housing authority." The same is in the 'Cooperation Agreements' for all three Park Hill development phases. Our attorney is reviewing these documents for his legal interpretation.

Other Matters:

6&7 Acre Parcels/Feasibility Study

The East Windsor Planning and Zoning Commission will hold a public hearing on Tuesday April 23rd at 6:30pm to address any issues that the public may have regarding our request for a zone change for the 6 & 7 acres. Currently these two parcels are zoned for light manufacturing and single residential homes. Jay Ussery has applied on our behalf to change the zoning to an "Age Restricted Housing District." Jay and I will be attending to answer questions. The neighbors living on Windsorville Road and Reservoir Avenue received a certified letter informing them of the public meeting.

While researching various historical documents for the WPCA and the upcoming request to change the zoning for the 6 & 7 acres, it was discovered that the name "East Windsor Housing Authority" has been referred to as

**EAST WINDSOR HOUSING AUTHORITY ANNUAL MEETING
APRIL 17, 2024 MINUTES**

“The Town of East Windsor Housing Authority” and “Housing Authority of the Town of East Windsor”. To avoid any confusion in the future, our attorney is filing an affidavit with the Town of East Windsor to have the three legal names of ownership officially recorded.

Community Development Block Grant (CDBG)

Amaya Architects is expected to have the Capital Needs Assessment (CNA) completed by the end of this week. The CNA is required for the State funding that we are applying for in addition to the CDBG program. The deadline to submit the CDBG application is May 31st 2024. The deadline for the State funding application is anticipated to be this summer. Our Housing Consultant Kent Lewis is confident that the applications will be submitted on time.

On April 4th East Windsor residents had an opportunity to voice any concerns at a public hearing regarding the Housing Authority submitting an application for CDBG funds. Kent Lewis our consultant gave a description of the projects for Park Hill that are included in the application. There were no negative comments. The Board of Selectmen were very supportive of our efforts.

Projects:

Our maintenance staff continue to work on several vacancies and are starting on spring cleanup.

Vacancies

We have four vacant units and no pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director