

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 21, 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, S. Tripp, and M. Wyse were present. Commissioner M. Simmons was absent.

2. MEETING MINUTES:

The minutes of the Regular Meeting of January 24, 2024 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2nd by Commissioner Wyse to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS – Motion made and duly approved to add to New Business as –
Item A. Write-off Resolution

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 –January 2023

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION –
Hereto attached as Attachment A

10. REPORT OF THE RESIDENT SERVICES COORDINATOR
Hereto attached as Attachment B

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
Hereto attached as Attachment C

Executive Director Collins discussed the CDBG funding and the architects that applied to assist with the project. Commissioner Wyse made motion, 2nd by Commissioner Tripp to hire Amaya Architects for the CDBG project. Linda also discussed the housing authority needs to get a Capital Needs Assessment (CNA) in preparation to apply for grant money from the state. The cost would be approximately \$9,500.00. Commissioner Bowsza made motion, 2nd by Commissioner Wyse to spend up to \$9,500.00 for a CNA.

12. UPDATE ON REVISIONS FOR POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS – None

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14. NEW BUSINESS –

a. Executive Director Collins shared with the commissioners write-offs for past residents with an unpaid balance. Commissioner Wyse made motion, 2nd by Commissioner Tripp to accept the resolution to write-off \$3,068.25.

15. PUBLIC COMMENT- None

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 Wyse made motion, 2nd by Commissioner Bowsza to go in to Executive Session at 7:06pm to include Linda and Marisa.

The Board came out of Executive Session at 7:22 pm.

Commissioner Wyse made motion, 2nd by Commissioner Tripp to offer the position of Executive Director to Marisa Prior.

All in favor – motion passed.

17. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:27 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Tenant Association Meeting Minutes
January 25, 2024

10:20 – 11:05, 5 in attendance

- Discussion on the Brunch we are having in 2/10/2024. We went through the list of all the foods and who had volunteered to make it. Time was spent going through the grocery list for all the food items.
- Shed – Laverne is researching the prices for the shed. We decided to get a plastic shed instead of a metal shed. Laverne is going to check with Home Depot to see what sheds they have for sale.
- Treasurer's report – currently we have \$1364.26 in the checking account.

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Attachment B

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

Resident Activities:

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Friday evening games and Sunday Wii bowling, movies.
- Tenant Association Brunch: Saturday, February 10th.
- Haircuts with Pam: Monday, February 12th.
- Monthly tenant association meeting and monthly director's meeting.

Community Programs:

- Five Corner Cupboard: Open 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 February calendar posted to RSC community board.
- AARP tax assistance appointments via East Windsor Social Services (Posted to community board).
- February community board at RSC's office "Take-It-Down and Read It": New Connecticut Long Term Care Community Ombudsman Program. This is an advocacy program for those receiving long term care supports in the community setting.
- Memos are circulated monthly to Park Hill residents updating them of programs, services and changes in the community including at this time signing up for energy assistance via East Windsor Social Services and updating records with the Connecticut Department of Social Services.

Upcoming Services and Future Events:

- February 16th, Great American Pizza Bake: Celebrating pizza traditions with a pizza social in the community hall to bring residents together during the long winter days to share in some pizza fun and socialization.
- February 26th, Heart Healthy Bingo: Recognizing heart health in the month of February with a fun BINGO as a tool to educate on heart health.
- First Choice Mobile Podiatry clinic Park Hill is booked for the next quarter in May.
- Communicating with the representative from the UCONN extension program regarding a follow-up nutrition series.

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Services and Referrals:

- DSS application assistance for SNAP renewals and applications, MSP, “Spend-Downs”, Medicaid.
- Connecticut Home Care Program for Elders: Continue with follow up and advocacy for services for qualifying and participating residents.
- Energy Assistance applications assistance with paperwork and scheduling with East Windsor Social Services.
- Assistance with coordinating medical appointments, doctor referrals, lab work and vaccines.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access. Note, the ACP program is based on limited federal funding. At this time
- new clients are not being accepted as of February 7, 2024. If funding is not renewed, the program will deplete the federal funds in April 2024. This benefit provides \$30.00 monthly towards income eligible person’s internet costs—allowing for free or reduced cost internet.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Referrals made to EW Social Services and Five Corner Cupboard for services and supports.
- Continue to meet with residents regularly and follow up with a variety of needs, including at this time; Veteran’s Affairs support, credit counseling with Federal Trade Commission guidance, DSS benefit corrections and connecting with long term care services and supports through the Homecare for Elders Program.
- Continue to provide food and nutrition support with on sight food pantry for residents in need. A monthly log is kept of the items distributed. In January, the on-sight pantry was utilized 3 times with 22 individual items being distributed.

Continuing Education:

2/6/2024 Advancing States Webinar: Long Term Care Services and Supports Ombudsman Program. The focus was mainly on long term care in nursing home, but it briefly touched on the transition toward a community ombudsman with the change in care with older adults aging in place. Connecticut is taking the charge with a new community ombudsman program in its early stages.

2/13/2024 “Home Instead” American Society on Aging: Maintain Your Brain, Reducing the Risk of Dementia power point presentation. A heavy focus was presented on care and support of those aging in place with dementia.

Lastly, continuing work with the Greater Together Grant project to promote technology supports for Park Hill residents.

Respectfully Submitted,
Carolyn Kita
Resident Services Coordinator
February 21, 2024

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

February 2024

Management:

Now that our application for the 501(c)(3) status for the Housing Corporation of East Windsor has been approved, it is my recommendation that the Board schedules a meeting to discuss the next steps.

When Jason Bowsza our First Selectman and Jaime Foster our State Representative attended Social Hour on Tuesday, January 23rd, the need for additional transportation was raised. As a follow up to this discussion Jason and Jaime continue to research options on a state level. Jason has confirmed that on a local level, there will be transportation provided on Thursday evenings for the summer concert series at the park on Reservoir Ave.

On Friday February 16th, Marisa and Carolyn invited all the residents to a "Pizza" luncheon in our community hall at no cost to the residents. Big Y gave us a \$25 gift card to offset the cost. We had approximately 14 residents who attended. It was a great opportunity for everyone to socialize and visit with their neighbors.

Marisa and I are working with our fee accountant to finalize the second quarter financial report for CHFA. We will review it with the commissioners at our next Board meeting in March.

The Connecticut Green Bank has recently expanded to include affordable multifamily solar options to include no-cost technical assistance, project design, financing, and contractors. On Thursday, February 22nd Katie Shelton from the Green Bank will be contacting me to have a phone conversation to learn more about this program.

The next ConnNahro Small Public Housing Authority meeting will be held on Tuesday, March 12th. I'll be requesting that we discuss the recently mandated Commissioner's Training and on-line options that would be more accommodating for commissioners to attend.

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Other Matters:

6&7 Acre Parcels/Feasibility Study

I have been discussing with Dave Holmes anticipated costs associated with the Feasibility Study that would be incurred as we proceed with our plans to develop the 6 & 7 acres. For Dave to proceed with accurate numbers we are waiting for information from Russo Architects regarding any engineering that would be necessary to move forward with obtaining local approvals. I am hopeful that I will have additional information at our next Board meeting.

Community Development Block Grant (CDBG)

Amaya Architects has been selected for the CDBG funding program. Their fee is \$83,480 which will be paid out in increments as phases are completed. For the additional funding available from the state, a Capital Needs Assessment is required. The last one was completed in 2013 and needs to be updated every ten years. The cost will be approximately \$8,000 to \$9,000. Radon testing for the apartment buildings is a requirement for the CDBG application process. The State Health Department was able to provide free radon test kits. The testing has been completed in house and we are now waiting for the results.

Projects:

The removal of the two large trees that were discussed at our last Board meeting have been removed. Our maintenance staff continue to work on several vacancies. It was necessary to hire a professional painting company to stay on schedule and help with a unit that was damaged by cigarette smoke.

Vacancies

We have five vacant units and one pending move out.

Respectfully Submitted,

Linda Collins

Executive Director