

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

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**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, S. Tripp, and M. Wyse were present.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of February 21, 2024 were reviewed by all Commissioners present. Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Tripp to approve the minutes as presented. Commissioner Simmons abstained. All other commissioners in favor –Motion carried.

**3. ADDED AGENDA ITEMS – None**

**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 –February 2024**

**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

**12. UPDATE ON REVISIONS FOR POLICIES AND PROCEDURE – None**

**13. UNFINISHED BUSINESS – None**

**14. NEW BUSINESS – None**

**15. PUBLIC COMMENT- None**

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

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**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, 2<sup>nd</sup> by Commissioner Wyse to go in to Executive Session at 6:50pm to include Linda and Marisa.

The Board came out of Executive Session at 6:55 pm.

Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Wyse to accept the salary amount Assistant Executive Director Marisa Prior requested to become Executive Director.

All in favor – motion passed.

**17. ADJOURNMENT -**

Commissioner Wyse made motion, 2<sup>nd</sup> by Commissioner Bowsza to adjourn at 7:00 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

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**Attachment A**

Tenant Association Minutes  
November 29, 2024

Attendees 7  
10:56 – 11:15

Laverne advised the ending balance of the savings account is currently \$1364.26.

The remainder of the meeting was spent discussing the upcoming bazaar. The dates of the bazaar are November 23<sup>rd</sup> and November 24<sup>th</sup>.

Respectfully submitted,

Mary Wyse, Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

---

**Attachment B**

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

**Resident Activities:**

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

**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 March calendar posted to RSC community board.
- AARP tax assistance appointments via East Windsor Social Services (Posted to community board).
- March community board at RSC's office "Take-It-Down and Read It": Tips on Avoiding Identity Theft: Sponsored by the Federal Trade Commission.
- March 7<sup>th</sup> is Slam the Scam part of the National Consumer Protection Week hosted by the Federal Trade Commission which partners with other agencies and Social Security to provide public awareness. Information has been posted and literature available to residents from the Federal Trade Commission to prevent victimization.
- The State Unit on Aging is updating their strategic plan for aging services. Information of meeting times and locations has been posted for residents interested in providing input. Virtual is scheduled for Monday, March 11<sup>th</sup> at 1:00.
- Memos are circulated monthly to Park Hill residents updating them of programs, services and changes in the community including activities and services listed below.

**Upcoming Services and Future Events:**

- March 18<sup>th</sup>: Nutrition Jeopardy to recognize March as National Nutrition Month.
- March 25<sup>th</sup>: Meet and Greet to Welcome new Residents and share programming.
- March 26<sup>th</sup>: Margaret Banker, Director of the ADA Paratransit Services will be discussing the micro-transit grant effective April 1<sup>st</sup> that will benefit Park Hill Residents.
- April 5<sup>th</sup>: Angie Surowiecki from UCONN Extension: SNAP Education will be providing a program of nutrition and heart health.
- First Choice Mobile Podiatry clinic Park Hill is booked May 3rd. Residents will be notified.

**Services and Referrals:**

- DSS application assistance for SNAP renewals and applications, MSP, "Spend-Downs", Medicaid.
- Connecticut Home Care Program for Elders: Follow up and advocacy for services for qualifying and participating residents.
- Energy Assistance application assistance with paperwork and scheduling with EWSS.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

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- Assistance with coordinating medical appointments, referrals, lab work and vaccines.
- Technology assistance—government cell phones activation, maintenance, renewals/ACP program for internet access. The ACP program is based on limited federal funding. New clients are not being accepted as of February 7, 2024. No further funding will be available after April 2024 pending government spending. Letters of necessity regarding cuts have been drafted on behalf of residents and submitted to state representatives.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Referrals to EW Social Services and Five Corner Cupboard for services and supports.
- Meet with residents regularly following up of needs, including; 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, assisting with medical appointments and transportation.
- Continue to provide food and nutrition support with on sight food pantry. In February, the on-sight pantry was utilized 3 times with 10 individual items being distributed. The pantry was initially grant funded; however, the grant funding has been depleted. Going forward the basic items are being supplied by the support of community donations and the Five Corner Cupboard to meet the need.

**Continuing Education:**

2/23/2024 “Medicare Rights”: Medicare Interactive Enrollment period review.

2/25/2024 Aging Care: How to Make a Care Plan for the Elderly.

2/27/2024 Triage Cancer: Managing Medical Bill and Getting Financial Help.

3/4/2024: ERAP/RSC Training.

Lastly, continuing work with the Greater Together Grant project to promote technology supports for Park Hill residents. At this time the television monitor has been purchased and we are waiting on the computer laptop and connections to install and connect the devices for programming.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

March 18<sup>th</sup>, 2024

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**March**

**2024**

**Management:**

On Tuesday March 26<sup>th</sup> Margaret Banker of Greater Hartford Transit District will be at Park Hill to do a presentation on the new Microtransit program that will provide accessible transportation to our residents in a small portion of Broad Brook and a larger area of Enfield. The cost will be \$3.00 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 actual program will start April 1<sup>st</sup>.

At our last Board meeting last month, I reported that The Connecticut Green Bank has recently expanded to include affordable multifamily solar options. After speaking with Katie Shelton from the Green Bank we decided it would be best to put this project on hold. The life expectancy of our roofs on the apartment buildings is approximately another 10 years. The initial solar panel installation commitment is 20 years. Katie and I discussed a grid or a "car port" solar structure. Both would require a large open space such as the 6 or 7 acres. Once we have more definitive plans for development, we can revisit the installation of solar panels that would service Park Hill and our new apartment communities.

**Other Matters:**

**6&7 Acre Parcels/Feasibility Study**

On March 13<sup>th</sup> I met with Dave Holmes and Jay Ussery to discuss the next steps for the feasibility study. After reviewing the current plans that Dave shared with us a few months ago that show the elevations for both the 6 & 7 acres and access roads, we decided that

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 20, 2024 MINUTES**

---

it would be helpful to meet with the Planning and Development Department to discuss what approvals we need from the PZC and wetlands. Our meeting with the Planning and Development Department is scheduled for Thursday March 21<sup>st</sup>.

**Community Development Block Grant (CDBG)**

As we discussed at our last Board meeting Amaya Architects has been approved for the CDBG funding program and to conduct a (CNA) Capital Needs Assessment required for additional State funding. The report is expected to be available in the next couple of weeks. The public meeting for the CDBG program will be held on April 4<sup>th</sup> at 6:30pm.

The results of the required radon tests for the CDBG application indicated that 8 apartments have an elevated reading. These 8 units were retested and now waiting for the results.

**Projects:**

Our maintenance staff continue to work on several vacancies. Marisa has someone ready to move in when the unit is available for occupancy.

**Vacancies**

We have two vacant units and two pending move out.

Respectfully Submitted,

Linda Collins

Executive Director