

EAST HAMPTON HOUSING AUTHORITY SPECIAL BOARD MEETING

January 19th, 2022 6 PM ZOOM

Call to Order

A Board of Commissioners meeting of the East Hampton Housing Authority was held 1/19 via Zoom. Meeting began at 6:00 pm.

Attendees

Voting members in attendance included Roseanne Amenta, Bonnie Berkovich, Eric Gibson, Donna Goodspeed and Beth Kelpen

Staff in attendance include Jodi Brazal, Sheryl Dougherty, Dion Roccapriore

Guests in attendance included: Judith Bobbi, Timothy Chapman, JoAnn Ewing, Kathy Finn, Marilyn Gerzabek, Louise Guertin, Alberta Hyland, Shirley Shaw, Alison Walk, Fredi Winstanley, Kelly Zeitlin

Approval of Minutes

A motion to approve the minutes of the previous December meeting was made by Ms. Amenta and seconded by Ms. Goodspeed.

Payments of Bills and Financial Report

Jodi Brazal reported fiscal year ending 2021 reports have been submitted, as well as the annual CFHA annual report.

Communications -

none

Public Comment

Alison Walk of 82 Young Street requested a detailed report on Covid test kit distribution.

Sheryl Dougherty Resident Services Coordinated reported having received a limited supply of test kits, distribution to residents followed the same protocol as the town used in distribution to town residents. Kits are available and provided to residents reporting symptoms or reporting having been exposed to an individual with the virus. Persons who are planning to be in large groups are also able to obtain kits. Due to the vulnerability of our population and the difficulty in obtaining test kits, rather than distributing kits to use at the resident's discretion, we chose to follow the town protocol allowing us to have test kits readily available in the event of an outbreak within either of our locations. Free tests are now available from the government for residents to order so they can have them on hand individually and Sheryl will be assisting residents in placing those orders if requested.

Updates & Reports

Maintenance

Dion Roccapriore reported three units unexpectedly becoming open in the last several weeks which has taken priority ensuring they are made available for new tenants as soon as possible. No issues have been reported regarding snow removal.

Resident Services Coordinator report was presented by Sheryl Dougherty - Energy Assistance applications continue to be taken. Residents who applied in 2021 should have recently received a \$700 credit to supplement last year's assistance. Those who are approved for 2022 should expect

their credit in the Spring.
Lease Redetermination documentation and paperwork are beginning to come in.
The Cable transition complaint is progressing slowly but has had some positive response.
The interns are working on putting together some social engagement groups to decrease the isolation residents have experienced. We are pay close attention to covid guidelines and doing everything we can to keep the community rooms open.

Commission on Aging report was presented by Bonnie Berkovich

Survey results will be presented to the Town Council on Tuesday January 25th. Sheryl will post the details of this meeting on community bulletin boards in the event residents wish to attend.

Tenant Commissioner report was presented by Roseanne Amenta

Nothing to report.

Old Business

a. Active

- i. CDBG – Jodi reported some movement but not the expected. The state came back requesting needed environmental studies. After some extensive email/file searching it was discovered that though the environmental studies required were completed they were never submitted by the previous Executive Director when the original grant (2019) was filed. This has caused a delay.
- ii. Property for Expansion - Jodi requested a meeting with Chair Eric Gibson to discuss a strategy in moving forward with this and the town manager. Expressing the timing is ripe to acquire property and proceed with expansion.
- iii. Policy for Requested Apartment Changes (Non RA)

A motion to approve the Policy for Requested Apartment Changes was made by Bonnie Berkovich and seconded by Donna Goodspeed. A final copy of this policy is included and will go into effect in 30 days.

New Business –

a. 2022 Meeting Schedule

A motion to schedule the East Hampton Housing Authority board meetings for 2022 on the third Wednesday of the month at 6pm was made by Bonnie and second by Donna. Per CT State Governor's orders these meetings will continue to be held via ZOOM.

b. Marijuana Policy

A motion to open discussion on the updated marijuana policy was made by Donna and seconded by Bonnie.

Discussion surrounding the purpose and enforcement of the proposed marijuana policy concluded with the need to investigate federal laws and the risk in allowing marijuana use on the property despite being medically prescribed. As well as the ability to provide proof that "smoking" is the prescribed form to ingest.

A motion to table this discussion and policy approval to our February meeting was made by Donna

and second by Beth Kelpen.

Vacancy report as of January 1st, 2022

Chatham 2 which will be filled February 1

Bellwood 0

Due the passing of three residents, we anticipate 3 units to be filled March 1

Eric requested details regarding current wait lists.

Jodi reported the need to divide the waitlist into four categories, Adults with Disabilities under 62, State Rental Assistance dependent, Non- Assistance dependent, and Handicap Accessible. She reported we have over 20 current applicants.

She clarified the need for low-income housing could be alleviated by the expansion of the next level of care unit availability. Several current residents are ready for the next level of care and would in turn increase availability in independent housing. It is important to express this when discussing housing shortages.

Adjournment

Donna Goodspeed moved that the meeting be adjourned, seconded by Bonnie, and this was agreed upon at 6:49pm.

Respectfully Submitted by:
Sheryl Dougherty



East Hampton Housing Authority

Transfer Request Form

Date: _____

Name _____

Address: _____

Phone Number: _____

REASON FOR YOUR TRANSFER REQUEST - If your request is due to a medical necessity, please request a reasonable accommodation form.

FOR EHHA STAFF

Action Taken:

Date: _____

Signature: _____

TRANSFER STIPULATIONS:

If a household transfers from one dwelling unit to another, the existing lease shall be voided and a new lease shall be executed for the new dwelling unit. A household must have a zero (\$0.00) account balance prior to being transferred. All transfers will be granted on a case-by-case basis when, at the sole discretion of East Hampton Housing Authority (EHHA), the circumstances affecting a household clearly indicates the need for a transfer. Transfers will be granted only if the current household is in compliance with their current lease agreement and all the rules and regulations in the Resident Handbook.

When the staff is notified of a date of unit availability, staff will notify the next household on the transfer waitlist. Once notified, the household will have 5 days to decide whether or not to accept the unit. If the unit is not accepted by the household, the unit will be offered to the next household on the waitlist. The household must pay the \$300.00 Unit Transfer Fee once they receive notification that a unit is available and have decided to accept the unit. If the household does not pay the transfer fee, staff will contact the next household on the waitlist.

At the time of any transfer offer a household shall agree to undergo a pre-transfer approval inspection of their current unit for general housekeeping and physical unit lease compliance. Any household that fails the pre-approval inspection for poor housekeeping and/or physical unit lease compliance will not be transferred. If the household still wishes to be transferred, the household shall be required to submit a new transfer request and will be added to the transfer list under the new request date.

Once the transfer is approved, upon notice that the new unit is ready for occupancy, a lease for the new unit shall be executed. On the move-out date, the EHHA staff will conduct a walk-through to assess damages of the "old" unit. Any damages that are in excess of normal wear and tear will be charged to the household. The household will be required to reimburse EHHA for the damages within 60 days.

EHHA shall require the household to pay rent for the new unit effective immediately upon execution of the new lease. The household will be allowed seven (7) days to transition from one unit to the other and should make every attempt to complete their transfer and return the keys of their "old" unit to the main office. During the transfer period, the household will be responsible for the rent of the "new" unit. The household will be charged the pro rata market rate rent for each day beyond the seventh (7th) day the household is in possession of the keys to the "old" unit. All moving and expenses are the responsibility of the household.

Refusal of a transfer offer, provided the size and/or medical need are met with the transfer offer, will result in the removal of the household from the transfer list. If the household still wishes to be transferred, the household shall be required to submit a new transfer request and will be added to the transfer list under the new request date.

Resident Signature

Date