

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 18, 2023 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, S. Tripp and M. Wyse were present.

2. MEETING MINUTES:

The minutes of the Regular Meeting of August 16, 2023 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2nd by Commissioner Simmons to approve the minutes as presented. All 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 – September 2023

8. REPORT OF THE BOARD OF SELECTMEN –Deputy Selectman Marie DeSousa

Marie reported the Board of Selectman have been busy reviewing applications for the Deputy Chief of Police. One candidate has been offered the position. The police department has been busy filling vacancies, they are in the process of having 3 new officers. The First Selectman has been busy attending meetings for FOI and the solar projects in town. Park & Rec is moving forward with the new playscape. The EW BMX Skate Park is having an event to showcase their new equipment. The plans for the community center have gone out to bid. The road work on Wells & Rt. 5 are almost done. The train tracks are getting repaired. The Haunted Highway will be held next Thursday, it will be a walk-thru instead of a drive-thru.

9. REPORT OF THE TENANT ASSOCIATION –Jeanne Swicklas, President

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

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14. NEW BUSINESS –FOIC Training

Commissioner Burnham proposed hiring a professional to train the commissioners and office staff on FOIC & Roberts Rules. Commissioner Simmons made motion 2nd by Commissioner Wyse to spend up to \$750.00 for training. All in favor – Motion Passed.

15. PUBLIC COMMENT- None

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 6:57 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Tenant Association Minutes
September 28, 2023

- Halloween Party – Saturday October 28th 5:30 pm.
Dress up 2 raffle tickets
Not dressed up 1 raffle ticket
Pizza party – free
- November 18th and 19th November Bazaar 10-3
Gift baskets
Bake Sale
Serving coffee and hot chocolate – free
- Notices need to be sent out looking for volunteers.
- October 7th 12 noon pricing of items

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Attachment B

**Resident Services Report
East Windsor Housing Authority
September 2023**

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: Open weekly on Tuesday 9:00-5:30.
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Soup Kitchen with Wednesday and Thursday Grab N Go lunch at 12:30.
- Foodshare bi-monthly distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Holiday Baskets sign up posted for Thanksgiving and Holiday meal baskets provided by EWSS and the Five Corner Cupboard. Sign up by October, 6th.
- Senior center September calendar posted to RSC community board/Dial-A-Ride information.
- September community board at RSC's office "Take-It-Down and Read It: Take Control of Your Health: 6 Steps to Prevent a Fall.
- Deterra medication disposal system. Available to residents to dispose of outdated medications safely.
- Memo's are circulated to the Park Hill community keeping residents' updated on programs and happenings in the community.

Upcoming Services and Future Events:

- Monthly Meet and Greet—Review community programs with new tenants and current residents interested in updating themselves of services.
- First Choice Mobile Clinic for podiatry care scheduled for October 6th. Income based sliding scale with no one turned away for care.
- Working to schedule a guest speaker from Hartford Healthcare Senior Services—note I spoke with Mariann from HHSS and they are coming to the senior center on September 27th. Posted in senior center calendar and forwarded in a memo to residents.
- National Coffee with a Cop Day is October 5th. Looking to invite the East Windsor Police to Park Hill to foster community relations.
- October is Health Literacy month. A program for residents is scheduled to promote health literacy—knowing the ABC's of your MD's lingo.
- October Medicare Open Enrollment Begins. Will host a Medicare informational for interested residents.

Services and Referrals:

- DSS application assistance for SNAP renewals and applications, MSP, "Spend-Downs", Medicaid.
- Connecticut Home Care Program for Elders: Referral and application process for three residents in the past month.
- Renter's Rebate is finalizing at the end of September—encouraging the last of residents to call East Windsor Social Services to apply.
- Energy Assistance is open for sign up at the East Windsor Social Services—assistance with paperwork.

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- Transportation assistance—scheduling and coordinating medical appointments /vaccine appointments with transportation services.
- Assistance with coordinating medical appointments and doctor referrals.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access.
- 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.

Continuing Education:

9/12/2023 How to Walk to Prevent Falls: Proprioceptive Rehab by Dr. Doug Weiss DPT

9/8/2023 Right at Home Webinar by Kelly Stone MSN, RN: Autonomy, Capacity and Personal Bias.

Completed the East Windsor Greater Together Community Fund Grant and awaiting the outcome via email in November. Working with residents to generate ideas to support the needs of Park Hill residents. Working with East Windsor Social Services to ensure residents are registered for the Renter's Rebate program, deadline is September 29th. Assisting residents to update their income and expenses following the new lease agreements of July 1, 2023 with DSS for adjustments in SNAP benefit. Continue to work with residents with various needs and requests as they arise.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

September 18th, 2023

**Resident Services Report
East Windsor Housing Authority
October 2023**

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.
- Haircuts with Pam.
- Planning tag sale/craft fair.
- Halloween party planning.

Community Programs:

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30.
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Soup Kitchen with Wednesday and Thursday Grab N Go lunch at 12:30.
- Foodshare bi-monthly distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Senior center October calendar posted to RSC community board/Dial-A-Ride information.
- October community board at RSC's office "Take-It-Down and Read It: USDA Food and Nutrition Service: Healthy Eating for Older Adults.
- Vaccination information circulated via memo.
- Assistance with ordering free Covid test kits.
- Medicare Open Enrollment assistance.

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- Warehouse Point Library painting class for adults sign up is posted.
- Memos are circulated monthly to the Park Hill community keeping residents updated on programs and happenings in the community.

Upcoming Services and Future Events:

- Monthly Meet and Greet—Review community programs with new tenants and current residents interested in updating themselves of services.
- First Choice Mobile Clinic for podiatry care scheduled for October 6th. Income based sliding scale with no one turned away for care.
- October is Health Literacy month. A program for residents is scheduled to promote health literacy—knowing the ABC's of your MD's lingo.
- Will a host a Medicare/Medicare Advantage informational session in November for Open Enrollment.

Services and Referrals:

- DSS application assistance for SNAP renewals and applications, MSP, “Spend-Downs”, Medicaid.
- Connecticut Home Care Program for Elders: Referral and application process for three residents in the past month.
- Energy Assistance applications process has begun. Residents are encouraged to call East Windsor Social Services to apply. Resident Services Coordinator can assist with paperwork.
- Transportation assistance—scheduling and coordinating medical appointments /vaccine appointments with transportation services, Dial-A-Ride and Veyo.
- Assistance with coordinating medical appointments and doctor referrals.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access.
- 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.

Continuing Education:

October is National Health Literacy Month. Continuing Education on this topic included:

10/10/2023 Institute for Healthcare Advancement: Personal Health Literacy recorded Webinar.

10/13/2023 2023 United States Health Literacy Policy and Press Event October 2nd, 2023 recorded Webinar.

Health Literacy discusses the functional capacity for us to understand the use of language from healthcare providers, pharmaceuticals, health conditions, care and treatment and more. Health Literacy is the first step to improved health outcomes.

First Choice Mobile Medical Van came to Park Hill on Friday, October 6th for podiatry care. Thirteen residents were seen and provided care. The mobile clinic is a fully functional health office. Care was provided by a podiatrist, medical assistant, scheduler/coordinator, and driver who assisted with chair lift and equipment when needed. It was successful event with plans by the podiatrist to return quarterly. Arrangements and follow up will be made with the scheduler.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

October 17th, 2023

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Attachment C

**EAST WINDSOR HOUSING AUTHORITY
Executive Director's Report**

**September /October
2023**

Management:

The application for the East Windsor Greater Together Community Fund has been submitted and is currently being reviewed. The application is for funding to purchase a laptop, television monitor and light weight strength training equipment for on-line classes for fitness, health, and wellness classes. For example, AARP, area agencies on aging and disability services offer webinars and other electronic platforms for informational classes. The equipment would be available in the community hall and with the assistance of the staff, the residents would be able to learn how to navigate and learn how to schedule their classes.

Unfortunately, I was not able to attend our last Senior Staff meeting with the other town department heads in September therefore, did not get an update from the Police Department regarding how the monitoring of speeding vehicles is progressing. I will be attending the next meeting and have an update at the following Board meeting.

Marisa and I attended the annual ConnNahro convention that was held on Monday August 28th and 29th. We attended various workshops that provided essential updates. CHFA and DOH are releasing a revised "State Housing Manual" that will provide current guidelines for state governed Housing Authorities. Included in the manual will be a smoking policy addressing marijuana questions, updating Tenant Selection Plans and new Fair Housing regulations.

At our last Board meeting there were concerns raised including the monitoring of our well water system. Responses to these concerns are as follows:

Power washing at Park Hill was completed by a licensed and insured contractor. Three quotes were discussed with the Commissioners. The cleaning solution used was a biodegradable mix of bleach and water. The percentage of bleach was very low, .8% to 1%. The exterior including flowers and bushes are pre-rinsed and post rinsed. Bleach is the only and safest way to kill and remove dangerous organic growth such as mold, mildew, and moss. The amount of bleach used does not affect the well water. I did not receive any concerns or complaints regarding harmful effects to plants and bushes.

Roundup is safe to use if the directions are followed. It is also OSHA approved. Roundup was applied to the weeds growing in between the cracks on the first level parking area to prevent further growth. After the weeds died, the area was weed wacked to prevent any tripping hazards.

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Our residents continue to enjoy good quality well water as the result of monthly testing by a laboratory licensed by the State of Connecticut and approved by the Department of Public Health. Our well water system is inspected and maintained by a certified well water technician hired by the Housing Authority and approved by the Department of Health. All test results and inspection reports are forwarded to the Department of Health monthly. The CCR or Consumer Confidence Report for the previous year is submitted annually and posted on our community bulletin board. Each resident receives a copy. The report is typically available in March. Monthly water tests are not required to be posted unless there was an abnormality and reported to the health department.

The approval of public water lines to be installed will provide fire hydrants to Park Hill. There are no immediate plans to connect these lines to the buildings.

Our protocol to address a bed bug issue is to immediately call an exterminator to assess if the infestation is due to bed bugs. If the apartment does have bed bugs there is a strict procedure that needs to be followed for the treatment to be effective. This includes inspecting any neighboring apartments. Furniture remains in the apartment so it can be treated. The last issue we had with bed bugs, the resident inadvertently placed her mattress outside which was quickly encapsulated by maintenance and removed by a professional company that properly disposes of infested furniture.

Other Matters:

Connecticut Community Investment Fund

The engineering plans to expand the water lines to Windsorville Road and Old Ellington Road are not yet available. This Community Investment Fund project will provide much needed fire hydrants at Park Hill and water lines to service any future development of 6 & 7 acres,

The Community Investment Fund project to expand the water lines to provide fire hydrants for Park Hill will apparently be designed to install lateral lines to the buildings if the Housing Authority chooses to do so in the future. Once the engineering plans are available it will be easier to actually see where the lines will be located.

6&7 Acre Parcels/Feasibility Study

JR Russo and Associates has completed the field survey to set property corner pins and stake property lines. I have attached a copy of the survey for your review. This information is being shared with the home owners abutting both parcels.

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Projects:

Our annual apartment inspections are currently underway. Instead of completing all the inspections at once, we will be doing half the inspections in October and the remaining apartments in the spring. This will allow maintenance to complete any follow up work orders timely.

Vacancies

There are two pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director