

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

The minutes of the Regular Meeting of November 16, 2023 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 – None

4. ANY NOTES RETRIEVED FROM THE SUGGESTION BOX – None

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

6. CORRESPONDENCES TO THE AUTHORITY–

- a. Letter from Warehouse Point Fire District
Hereto attached as Attachment A

7. FINANCIAL REPORTS – November 2023

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

Much of the last Board of Selectman meeting was in executive session so there isn't a lot to report on. The selectman received their assignments for committee representatives. (Marie was assigned to Park Hill again.) Budget request letters have gone out.

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

The Holiday Bazaar went very well. The basket raffle was a huge success, we received a lot of good feedback.
Hereto attached as Attachment B

10. REPORT OF THE RESIDENT SERVICES COORDINATOR

Hereto attached as Attachment C

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

Hereto attached as Attachment D

12. UPDATE ON REVISIONS FOR POLICIES AND PROCEDURE –

- a. Key Policy #12-0005

Commissioner Tripp made motion, 2nd by Commissioner Wyse to accept the changes made and amend Key Policy #12-0005. All in favor – Motion carried.

13. UNFINISHED BUSINESS – None

14. NEW BUSINESS – None

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

15. PUBLIC COMMENT- Commissioner Burnham thanked everyone, it has been a good year.

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 Tripp made motion, 2nd by Commissioner Wyse to go in to Executive Session at 6:52pm to include Linda and Marisa.

Came out of Executive Session at 7:22pm. No decisions were made in executive session.

17. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:23 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

Attachment A



Warehouse Point Fire District

89 Bridge Street, East Windsor CT 06088

860.823.7780

Fire Chief James P. Barton



Received

DEC 23 2023

East Windsor Housing Authority

East Windsor Housing Authority

1A Park Hill,

Community Hall Room

Broad Brook, CT 06016

December 5, 2023

The Warehouse Point Fire District would like to thank the East Windsor Housing Authority for having the presentation on Freedom of Information and inviting the WHPFD commission to attend. The presentation was very informative and our commission learned valuable information.

Once again, we would just like to thank you for the invitation and including our board! It was a productive opportunity for us to learn more about the rules and best practices of public meetings.

Sincerely,

A handwritten signature in black ink, appearing to read "Rachel Safford", written over a horizontal line.

Rachel Safford, Chairman

Warehouse Point Fire District Commission

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

Attachment B

Tenant Association Meeting Minutes

November 30, 2023

- Important that we all talk like adults with no yelling or bad behavior. It's very important that all members can speak their minds, but in a respectful way.
- All topics discussed will be voted on and passed by majority rule.
- We will have brunch to thank everyone on February 10th at 11:00am.
- We will have dinner at Henry's in December 2023, to thank all the workers at the bazaar.
- We had a great bazaar with earnings of \$1,500.
- Joanna appreciated all that donated and worked together as a group.
- Next year -- write on paper what you have once a month.
- Sherry -- Christmas cards
- Vote on using money to get baskets- all in favor, passed.
- Notices throughout the year
- Dinner -- vote 11 for 1 against. Passed.
- Sherry -- Saturday and Sunday
- David -- donate for a shed.
- Meet once a month starting in February 2024
- Meeting adjourned 2:55pm. Next meeting is December 28, 2023, at 11am.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

Attachment C

**Resident Services Report
East Windsor Housing Authority
December 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.
- Tenant association holiday organizing/decorating community hall.
- Haircuts with Pam.

Community Programs:

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30 (closed for Christmas and New Year (residents notified via memo of this).
- 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 December calendar posted to RSC community board.
- December community board at RSC's office "Take-It-Down and Read It": Health is a Team Effort: Sponsored by Rush University Medical Center. This is a snap shot on how to navigate the medical team in place for your care including doctors, therapists, social workers, pharmacists & other members of the healthcare team. It focuses on the 4 M's: What Matters, Medication, Mobility, and Mind of the older adults.

Upcoming Services and Future Events:

- Park Hill resident luncheon Friday, December 15th hosted by Park Hill staff.

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 one resident in the past month.
- 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.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

- Update RSC memo board with DSS/Social Security updates and community programming (Reminders of 2024 Social Security Benefit Letter and 2023 1099).
- 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, jury duty disability exemptions and military pension assistance.
- 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. This helps in identifying how and with what supplies to meet the emerging need. In November, the on-sight pantry was utilized 3 times with 6 individual items being distributed.

Continuing Education:

11/9/2023 Freedom of Information Training Seminar located in Park Hill community hall.

11/21/2023 Oak Hill presentation: Bridging the Digital Divide—technology supports.

12/5/2023 National Center on Law and Elder Rights (NCLER) webinar Federal Income Benefits and Direct Express. As the federal government no longer issues paper checks to current Social Security beneficiaries, Direct Express is the alternative to receive Social Security if one does not have a banking account for direct deposit. This webinar was helpful in order to assist residents who use the Direct Express with the pros and cons of the program.

12/11/2023 Advancing States webinar: An Introduction to Adult Protective Services. This webinar focused on the history of APS and noted how each state individually handles the care provided by the program.

The grant for the East Windsor Greater Together Community Fund was awarded to support connecting health, fitness and personal well-being with technology. We will be working on securing the funding, setting up the equipment, and piloting the first programs beginning in January 2024.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

December 11, 2023

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

Attachment D

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December 2023

Management:

Many thanks to the East Windsor Greater Together Community Fund for approving our application to purchase the technology that will include a laptop and TV monitor to allow our residents to access on line exercise classes and other programs on how to enhance their over health.

Our resident Holiday luncheon was held on December 15th. There were 25 residents who gathered in the community hall to enjoy a catered meal that included stuffed chicken, roasted potatoes, and steamed mixed vegetables. Meals were delivered to eight homebound residents. Many thanks to Jason our First Selectman and Marie Desousa the Deputy First Selectman for attending.

I have reached out to Chief Carl of the East Windsor Police Department to ask his assistance regarding the speeding issue at Park Hill and suggested that the radar speed sign be installed once again. I have not heard back as of yet.

Other Matters:

6&7 Acre Parcels/Feasibility Study

On December 7th Dave Holmes and I met with the director and staff of the East Windsor Planning and Zoning Department to review the site plans for the 6 & 7 acre parcels. It was very informative and a follow up meeting will be scheduled in the near future. Some of the next steps involve researching the zoning requirements and following up with Russo Architects regarding any engineering that would be necessary for local approvals. In addition, on Tuesday, December 19th I'll be meeting with Dave Holmes and a Housing Consultant to discuss how to formulate a plan for determining options for funding. I'll have more information to share at our upcoming board meeting.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 20, 2023 MINUTES**

Community Development Block Grant (CDBG)

The application process for the CDBG Funding program is underway and currently we are procuring for an architect and a consultant. The application is submitted by the Town who would be the recipient and the Housing Authority the sub recipient. I have discussed with Jason our First Selectman the upgrades that are needed at Park Hill and he agreed that the CDBG funding would be beneficial with addressing several Capital Improvements.

Projects:

The maintenance staff have been working on routine work orders and vacancies.

Vacancies

We have three pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director