

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 15, 2021 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners D. Menard, L. Calsetta, and E. LeBorious were present. A. Bowsza entered at 7:35pm.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of August 18, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Menard to approve the minutes as presented. All in favor –Motion carried.

**3. ADDED AGENDA ITEMS** - Motion made and duly approved to add the following items to:

#12A Policy 03-0012, 12B Policy 03-0011, 12C Policy 03-0003, and 13A Hartford Foundation for Public Giving.

**4. PUBLIC COMMENT** – Commissioner Menard stated she is running for an open position on the Board of Education. She will be leaving in November. She invited Ruthann Lasner to our meeting hoping she would be interested in joining the board.

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS** –August 2021

**8. REPORT OF THE BOARD OF SELECTMEN** - None

**9. REPORT OF THE TENANT ASSOCIATION** – Jeanne Swicklas, President of the Tenant Association.  
Hereto attached as Attachment A

**10. REPORT OF THE RSC**  
Hereto attached as Attachment B

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

**12. POLICIES AND PROCEDURE** –

Executive Director Linda Collins presented the following policies:

- A. #03-0012 – Rent Collection to be rescinded as this was addressed in Tenant Selection Policy. Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Calsetta to rescind Policy 03-0012. All in favor, motion passed.
- B. #03-0011 – Applicant Screening to be rescinded as this was addressed in Tenant Selection Policy. Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Calsetta to rescind Policy 03-0011. All in favor, motion passed.
- C. #03-0003 – Gasoline Purchase(s) to be rescinded. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Menard

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**13. UNFINISHED BUSINESS –**

A. Hartford Foundation for Public Giving – Commissioner LeBoriosis informed Executive Director Collins the grant information is out. They sent a letter that we should be receiving at any time. The letter has a link for the grant.

**14. NEW BUSINESS – None**

**15. PUBLIC COMMENT – None**

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION –**

A. Pursuant to C.G.S. Sec. 1-200(6) (D) discussion of the selection or the lease, sale, or purchase of real estate.

Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner LeBoriosis to go in to executive session at 7:55pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 8:20pm.

Motion made and duly approved to authorize Executive Director Collins to pursue the possible rental of 13 Reservoir Ave.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:25pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

Tenant Association Meeting 8/26/2021

Meeting opened 10:25 am 9 members in attendance

- Mobile Dental Services – First Choice Health Center is a possible opportunity for the future.
- Storm Damage – recommended members to check their Rental Insurance if you lost any items.
- Green Earth is applying for permits for the solar panels.
- Work on the Walk-in showers is expected to begin late September early October.
- Denise Menard is looking into getting Grants for:
  1. Walking track
  2. Lightning rods
  3. Dancing classes
  4. Gourmet cooking classes
  5. Easy mealsThey are looking for more ideas.
- On Saturday, Monday and Wednesdays is chair exercise class in Community Hall.
- Wii bowling Sundays 1 – 3 pm.
- Friday cards / game night 6 – 8 pm.
- Bingo – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 1:30 \$6.00 fee for 4 playing cards.
- Jason Bowsza is going to be invited to speak to us concerning happenings in East Windsor.
- Senator Saud Anwar is going to be invited to speak with us about issues or concerns that we may have with our local and state government.
- Maureen brought up that the money in the bank needs to be used once a month.
- Suggestion was made to use some of the money for a Halloween Pizza Party.

Meeting closed 10:40 am

Respectfully Submitted

Mary Wyse

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**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
September 2021**

**Resident Activities:** *The last scheduled coffee hour on August 17<sup>th</sup> had two in attendance. Follow up coffee hours in September include one hosted by the Housing Authority and one hosted by the Tenant Association. Residents continued with their monthly BINGO on August 4<sup>th</sup> with 12 in attendance. Residents attended the monthly tenant association meeting and the director's meeting on August 26<sup>th</sup> with 8 in attendance. The next scheduled tenant association meeting is September 23<sup>rd</sup> coinciding with the director's meeting. Monthly blood pressure screening had three participants in August. Wii bowling continues in the community hall on Sunday afternoons as well as cards and game nights every Friday evening. Exercise in the community hall continues on Wednesday mornings and Saturday mornings. A second "Color & Sip" is scheduled on September 13<sup>th</sup>. The first coloring activity scheduled in August to coincide with National Coloring Book Day was enjoyed by several residents. A request was made for it to continue monthly. September 20<sup>th</sup>-24<sup>th</sup> is National Fall Risk Awareness Week. Falls are a leading cause of injury and hospitalization in older adults. A Fall Risk BINGO will be hosted on September 20<sup>th</sup> to provide education on the risk of falls in a fun and engaging manner including prizes themed with the BINGO. On September 24<sup>th</sup> an ice cream social will be hosted for residents.*

**Community Programs:** *Community programs at this time include: The Five Corner Cupboard for twice monthly food distribution on Tuesdays. Beginning in October of 2021 SNAP recipients will be receiving an increase in their benefit. A memo has been forwarded to residents informing them of this increase. No action has to be taken by SNAP recipients as the increase will be automatically incorporated into their benefit. Meals on Wheels with distribution day on Tuesday continues. Congregate meals continue at the East Windsor Senior Center. Pauline's Stock Pot Kitchen continues to be closed, but was reported to reopen in September. I will follow up regarding this for residents to seek a meal alternative and socialization. The Mobile Foodshare located at the St. Catherine's Church parking lot continues bi-weekly with the next dates being September 3<sup>rd</sup> and 17<sup>th</sup>. Residents have been organizing their paperwork for Renter's Rebate. I have made reminder calls and continue to offer assistance when needed to organize their paperwork before scheduling an appointment with East Windsor Social Services. I have communicated with social services to ensure residents are connecting to make appointments. The last day to apply for assistance is October 1<sup>st</sup>. The housing authority is continuing to work with the Town of East Windsor to finalize documents to have the First-Choice Mobile Dental clinic available for residents for affordable and accessible dental care. I have connected with community resources from Salvation Army of Manchester and St. Vincent de Paul of East Hartford to meet specific resident needs.*

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**Upcoming Services and Future Events:** *During monthly coffee hours I continue to host a blood pressure screening. A blood pressure screening card is provided and blood pressure, pulse rate and oxygen levels are documented for residents to be able to report to their healthcare practitioners for continuity of care and medication management. Continue to meet with residents to complete the File of Life (medical and contact information for EMS providers). Due to a scheduling conflict a presentation from a member of the East Windsor Ambulance has had to be postponed. We continue to host a welcome event for new residents to distribute welcome packets with community information. Additionally, organizers to assist in keeping the necessary documents needed for DSS paperwork, rent & energy assistance, rent recertification and other programs requiring the documents continue to be circulated to residents as it is reported to be a useful tool. A donation of masks has been acquired and are currently being distributed to residents. Residents have been notified of the changes in mask mandates in the municipalities and area businesses. Residents are encouraged to see me if they need additional masks.*

**Services and Referrals:** *Continue to assist with DSS paperwork for application renewals, SNAP benefits, applications and renewals. Two SNAP applications have been completed. Assisting with money management and phone calls to aid residents in getting the services they need regarding their finances be it medical bills, credit cards, etc. Several residents have inquired of the need for housekeeping services. I am working to coordinate affordable cleaning services for residents with a local licensed cleaning facility. I continue to work with residents with their Life Line and Assurance Wireless phones. Assistance is needed in setting up the devices and acclimating the technology. I continue to call and visit residents to inquire of needs and services. Residents continue to reach out to me as a point of contact for information regarding their social service benefits and to communicate their well-being.*

*In the weeks ahead I will be attending the Choices Counselor Training. This training will provide further education of the state health insurance assistance programs known as (SHIP). This training will allow me to aid residents in making informed decisions of their healthcare options. I will continue to follow up on information through state notifications, Webinars and other outlets to keep residents informed*

*Respectfully Submitted,  
Carolyn Kita, Resident Services Coordinator*

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**Attachment C**

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

**September**

**2021**

**Management:**

Beginning Wednesday, August 18<sup>th</sup>, we started requiring anyone entering the community hall needs to wear a mask due to the new Covid 19 variant and the increase of the number of Covid cases. There has been total cooperation and the residents are continuing to have their activities as they also comply with the mask guidelines.

The contract for mobile dental services through the First Choice Health Centers has been signed and the next step is for the clinic to contact us with a start date.

On Wednesday August 16<sup>th</sup>, I met with a representative from OSHA's compliance division at Park Hill to assist with developing a manual "Hazard Communication Program" which lists chemicals used within the workplace such as oils, fuels, lubricant, paints and cleaners etc. We also discussed the PPE requirements for maintenance staff. With their input, I am working on a manual also required listing the various tasks such as snow removal, landscaping and required PPE. The deadline for both manuals to be completed is November 29<sup>th</sup>.

The Department of Housing and CHFA are asking the owners of State Sponsored Housing Authorities to complete a "Priority Funding Schedule" that outlines our property's capital improvements needs over the next 1 to 10 years as they relate to health and safety as well as other capital needs such as siding, mechanical and electrical systems. Estimated costs are required; I'll be getting quotes.

**Other Matters:**

**13 Reservoir Ave.**

Since the closing on this property, I have been having the systems in the house inspected. There have been no serious issues. The lawn is being maintained and I'm working on the removal of the remaining personal items that were included in the sale of the house.

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

There are no updates at this time regarding the feasibility study.

**Applying for 501 C 3 Status**

I have contacted the Connecticut Urban League Initiative to inquire if they are still offering their services for assisting us with applying for a non-profit status. In 2019 I had spoken with them and they were very willing to work with us. There was a cost associated with their services which I think is well worth the investment. I will keep the commissioners updated as I know more.

**Storm Related Issues**

All the repairs related to recent storms have been completed. The insurance claim is being processed.

**Projects:**

**Solar Panels**

Green Earth started the installation of the panels on Friday, 9/10. It will take approximately one week to complete this project.

**Gazebos**

The contractor is contacting "Call Before You Dig" and then will begin the installation of the gazebos.

**Tub to Shower Conversion – CDBG Funding**

I will be meeting with the contractor and architect twice per month to discuss the progress of this project. We do not have a start date at this time, it depends on the availability of the materials.

**Vacancies**

We have three vacancies and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director