

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 20, 2021 MINUTES**

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. LeBorions were present. A. Bowsza entered at 7:30pm.

2. MEETING MINUTES:

The minutes of the Regular Meeting of September 15, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Menard to approve the minutes as presented. All in favor –Motion carried.

Motion made and duly approved to go out of order and move New Business 14A. JR Russo & Associates to before 3. Added Agenda Items.

14. NEW BUSINESS

A. JR Russo & Associates – Jay Ussery from JR Russo presented to the board drawings that outlined different ways to reconfigure the property lines at 13 Reservoir Ave.

Motion made and duly approved to go back in order to 3. Added Agenda Items

3. ADDED AGENDA ITEMS - Motion made and duly approved to add to the agenda under Unfinished Business Item 13A: Rental of 13 Reservoir Ave

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –September 2021

8. REPORT OF THE BOARD OF SELECTMEN - None

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RSC

Hereto attached as Attachment A

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

Hereto attached as Attachment D

Executive Director Linda Collins discussed with the board the cost of adding surge protectors to the well system and the fire panel. Commissioner Laborious mad motion, 2nd by Commissioner Calsetta to authorize ED Collins to spend up to \$1000.00 for the surge protectors. – All in favor – Motion passed.

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12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS –

A. Rental of 13 Reservoir Ave. – Executive Director Collins gave an update on the possible rental of 13 Reservoir Ave. The board discussed whether to sell the house or rent it. Commissioner Menard made motion, 2nd by Commissioner Calsetta to approve the sale of 13 Reservoir Ave. subject to approval of reconfiguration of lot line. All in favor – motion passed.

Commissioner Menard made motion 2nd by Commissioner Calsetta to list 13 Reservoir Ave. at \$289,900.00.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION –

18. ADJOURNMENT - None

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

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

Resident Activities: *The last scheduled coffee hour was September 14th followed by the monthly blood pressure clinic. Blood pressure and oxygen saturation levels are available for residents following coffee hour and upon request during the month. All information provided is confidential and residents are encouraged to report their “blood pressure numbers” to their healthcare providers. The resident council continues with a monthly coffee hour as well as BINGO twice monthly. There is a regularly scheduled tenant association meeting and director’s meeting monthly to disseminate information and answer questions. The next scheduled tenant association meeting is October 21st followed by the director’s meeting on October 28th. 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 Monday, Wednesday, and Saturday mornings with a regular group of residents participating. Residents are encouraged to participate in this self-directed physical activity. The monthly color and sip was scheduled on Monday, October 4th with a regular group attending. Adult coloring books and coloring pencils are provided with iced tea. Residents use this time to relax and socialize. The Fall Risk BINGO held on September 20th was enjoyed by 13 residents. Falls are a leading cause of injury and hospitalization in older adults and the goal of this fun activity was to bring awareness of the risk factors of falls and prevention strategies. National Infection Control Week is October 18th-22nd and another fun BINGO is planned for Friday, October 22nd. Again, this is an opportunity to bring residents together in a fun setting to provide education on infection and prevention methods. Again, fun infection control prizes will add to the excitement of the activity. Lastly, an ice cream social was hosted on Friday, September 24th with some residents braving the rainy weather to come and enjoy a sweet treat and a time to socialize.*

Community Programs: *Community programs at this time include: The Five Corner Cupboard for twice monthly food distribution on Tuesdays. Meals on Wheels with distribution day on Tuesday continues. Congregate meals continue at the East Windsor Senior Center. Pauline’s Stock Pot Kitchen has reopened at the Wesley United Methodist Church at 55 North Main Street. It is open every Friday afternoon from 4:00-5:00 for a “Drive-Thru - Pick Up” meal. The Mobile Foodshare located at the St. Catherine’s Church parking lot continues bi-weekly distribution on Friday’s from 1:00-1:30 for fresh produce. Residents have finalized paperwork for Renter’s Rebate. Reminder calls were made and communication was extended to and from the East Windsor Social Services Department to ensure residents were not overlooked for the program’s benefits. The mobile dental clinic supported by the First Choice Healthcare Center has been booked for February 14th and 15th for exam and routine cleaning days. Paperwork for registration and dissemination of the mobile dental clinic will be forthcoming. The mobile dental clinic is available for residents for affordable and accessible dental care. Community organizations I have contacted this month include the Connecticut Diaper Bank and the Bundles of Joy Diaper Bank to follow up on the requests of some older adults needs to incontinence garments. I am awaiting correspondence. Often times incontinence products are not covered by Medicare or other private insurers and becomes a financial burden for older adults in need.*

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Upcoming Services and Future Events: *Continue to meet with residents to complete the File of Life (medical and contact information for EMS providers). 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. Masks continue to be circulated upon resident requests. Medicare open enrollment is October 15th through December 7th. Residents can join a Medicare Advantage Plan from Original Medicare, switch from an Advantage Plan back to Original Medicare, switch between Advantage Plan providers and look into part D plans for prescriptions during this open enrollment period. Residents can call the office to meet with me to review their plan options. Residents have been made aware of flu vaccine sites at the Walmart in East Windsor and the Rite Aid on Bridge Street. Both have the “high dose” vaccine recommended for older adults. These vaccines should be provided with no additional out of pocket costs for residents, but they have been encouraged to bring their insurance information with them at the time of their vaccination.*

Services and Referrals: *Continue to assist with DSS paperwork for application renewals, SNAP benefits, applications. 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, pension information, etc. Continue to assist 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. I have completed the Choices Counselor Training and examination and awaiting certification. This training provides further education of the state health insurance assistance programs known as (SHIP) and will allow me to aid residents in making informed decisions of their healthcare options. I am looking into attending a Webinar on Professional Conservators and their role in caring for older adults and adults with disabilities scheduled for October 20th. I will continue to search out educational seminars and Webinars that are pertinent to the residents of the Park Hill community.*

*Respectfully Submitted,
Carolyn Kita, Resident Services Coordinator*

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October 2021

Management:

On Monday September 27th and Tuesday September 28th Marisa and I attended the annual ConnNahro Convention, there were several informational workshops that we attended. Discussing topics included; Rent Stratification, Worker's Compensation, Computer Security and the Life Cycle of Housing. As always, the highlight of the event was networking with the staff from other Housing Authorities and agencies.

Our Resident Services Coordinator has been in contact with the Mobil Dental Clinic and their first visit to Park Hill is scheduled for February 14th and 15th. In the meantime, the clinic is forwarding sign up forms that need to be completed by the residents who are interested prior to their visit. Sign up forms will also be given to the Senior Center should any senior from the town be interested.

As I mentioned in my last Board Report, 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 improvement 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, electrical systems. As we discussed at our last Board meeting, I will be including projected upgrades to our water system. I am in the process of getting estimated costs. Most contractors are very busy at this time however, most are interested in providing a quote for future work and will as time allows.

I submitted an application to the East Windsor Together Community Fund Grant program for a Nutritionist to do a series of presentations on healthy eating habits. The total amount of the grant that I requested is \$1,000 for four two-hour quarterly sessions at \$250 each.

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Other Matters:

13 Reservoir Ave.

The house and property are being maintained. Most of the personal items left behind by the seller have been removed. Jay from JR Russo & Associates will be at our next Board meeting to review the boundaries of the property for future options.

Public Water System

During our last Board meeting, we discussed the benefits of connecting to the public water system. I called the CT Water Department and the cost to connect to the water lines to Park Hill from Rye Street would be \$600,000. This does not include installing lines to the buildings and apartments.

6&7 Acre Parcels/Feasibility Study

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

Applying for 501 C 3 Status

I received an email from the Connecticut Urban League Initiative that they are interested in assisting us with applying for a non-profit status. With the new semester at the UConn Law School just starting, it is a busy time from them. They will stay in touch to schedule a meeting to discuss further details.

Projects:

Solar Panels

The installation of the panels is completed. The last step is to have Eversource install the meter to connect the wiring. Green Earth, the installer has been working to expedite this last step.

Gazebos

The concrete sonotubes have been installed and the structure is in place. The roof for each gazebo is scheduled to be put in place within the next couple of weeks. There are four panels that need to be lifted in to place for each roof. It was necessary to hire a contractor to complete this project.

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Tub to Shower Conversion – CDBG Funding

I will be meeting with the contractor and consultant on Tuesday 10/19th to discuss a start time. I will have more information at our Board meeting.

Vacancies

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director