

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
NOVEMBER 17, 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 L. Calsetta was present and Commissioner A. Bowsza was present via Zoom. Commissioner E. LeBorionous was absent

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of October 20, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Bowsza to approve the minutes as presented. All in favor –Motion carried.

**3. ADDED AGENDA ITEMS** - Motion made and duly approved to add 13 Reservoir Ave to Old Business as item A and Pursuant to C.G.S. Sec. 1-200(6) (D) discussion of the selection or the lease, sale, or purchase of real estate to Executive Session as item A.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS** –October 2021

**8. REPORT OF THE BOARD OF SELECTMEN** – Deputy Selectman Marie DeSousa reported the Board of Selectmen met last night for the first time since the election. They were all sworn in before the meeting. It was discovered a business had submitted a hard copy request for grant money from the ERASE Program prior to the deadline, a motion was made and approved to review the request. Jason has been busy traveling around town visiting small businesses.

**9. REPORT OF THE TENANT ASSOCIATION** – Tenant Association President Jeanne Swicklas reported they did not have minutes for their last meeting. First Selectman Jason Bowsza was a guest at the tenant meeting. He answered questions the residents in attendance had and shared updates about the town and events that were happening. Thank you notes were sent to him and Senator Anwar for attending our meetings.

**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

**12. POLICIES AND PROCEDURE** – None

**13. UNFINISHED BUSINESS** – 13 Reservoir Ave

Commissioner Burnham shared that it was decided to keep a portion of the land and sell the house and the barn at 13 Reservoir Ave. The decision to split the land was made so the housing authority would be able to put in an access road from the 7 acres it owns directly to Reservoir Ave.

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**14. NEW BUSINESS - None**

**15. PUBLIC COMMENT –**

Ruth Lansner stated she submitted an application to become a member of the board of commissioners.

**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 Bowsza to go in to executive session at 7:34pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 7:40pm. No decisions were made while in Executive Session.

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:45pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

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

**Resident Activities:** *We continue with monthly coffee hour. Attendance remains at 4 residents. Residents are given the opportunity to have their blood pressure taken and recorded. This service is listed on the monthly calendar and is also available upon request. 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 tenant association had Dr. Saud Anwar, State Representative and Jason Bowsza as invited guests. 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 dropping in to participate. The monthly color and sip has regular attendance with certain residents attending monthly and others coming to socialize. On October 22<sup>nd</sup>, an infection control BINGO was played in the community room with 6 residents in attendance. It was a fun way to discuss the topic of infection and prevention and included fun themed prizes to maintain the enthusiasm. Older adults and those with comorbidities are at higher risk of infection and illness. Prevention is a critical role in keeping the older adult population well. Future activities will be planned.*

**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 at the Wesley United Methodist Church at 55 North Main Street 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 were informed of the annual Thanksgiving baskets made available from social services and the Five Corner Cupboard and were encouraged to register with social services. The deadline to apply for holiday baskets is November 12<sup>th</sup> for December holiday distribution. A memo has been circulated to residents as a reminder. Residents have finalized paperwork for Renter’s Rebate and information is now being disseminated for energy assistance. The mobile dental clinic supported by the First Choice Healthcare Center has been booked for February 14<sup>th</sup> and 15<sup>th</sup> for exam and routine cleaning days. I have been in contact with the scheduler Kathy and she will be mailing packets to begin the registration process. I have connected with Jennifer from the Cornerstone Foundation in Vernon with the “Bundles of Hope” initiative to receive adult incontinence products for residents in need. I am on Jennifer’s contact list and she will let me know when she receives delivery as incontinence products have become in shorter supply. There have been many requests regarding incontinence products with residents expressing concern for the expense and lack of access to acquire the products. The Five Corner Cupboard has accommodated the request for products as well. I offered a Medicare presentation in the community room at the start of November explaining benefit options of Medicare and Medicare Advantage Plans. Questions were*

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*answered and resources were provided such at the Medicare Plan Finder Tool to assist residents in making the best insurance decisions for themselves.*

**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 and organizers to keep the needed documents for service programs. Masks continue to be circulated upon resident requests. Information regarding Covid booster vaccines has been circulated along with flu vaccine information. The German Club in Broad Brook is hosting a Thanksgiving dinner with transportation being provided by the Broad Brook Fire Department. Information has been circulated of this program as reservations are requested.*

**Services and Referrals:** *Continue to assist with DSS paperwork for application renewals, SNAP benefits, applications and creating the My Account for DSS paperwork on-line. 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 have received certification through March 31, 2024. Additional training will be provided by the Choices organization to keep counselors current on changes and trends to the health insurance "choices". Due to scheduling conflicts, I am unable to attend resident services coordinator meetings through CARSCH (Connecticut Association of Resident Services Coordinators in Housing), however, I read the minutes and materials provided of guest speakers at the meetings. The last meeting focused on housing safety during weather related disasters. A Webinar offered by SHIPTA will focus on Covid Vaccination and older adults scheduled for November 15<sup>th</sup>. 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**

**November**

**2021**

**Management:**

At our last Board meeting, I reported that 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. Since we are not a 501c3 entity, we need a fiscal sponsor to qualify for this program. Many thanks to Commissioners, John Burnham and Betsy LeBoriosis for their recommendations for a sponsor including the East Windsor municipality. Many thanks to The Board of Selectmen for agreeing to be our fiscal sponsor. We are currently waiting to hear if we were approved for this grant program.

**Other Matters:**

**13 Reservoir Ave.**

The house and property are being maintained. Jay from JR Russo & Associates will be at our next Board meeting to review the boundaries of the property and plans for an access road through the six acres from Reservoir Ave

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

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

**Applying for 501 C 3 Status**

I contacted the Connecticut Urban League Initiative a few months ago and they expressed an interest in assisting us with applying for a non-profit status. However, I have not heard back from them and will therefore be reaching out to other sources such as United Way.

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**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 completion of the gazebos is scheduled for Wednesday, November 17<sup>th</sup>.

**Tub to Shower Conversion – CDBG Funding**

The conversion of fifty tubs to showers will begin on Monday, November 15<sup>th</sup>. Apartments #41 and #42 are the first two apartments to be renovated simultaneously. The plan is to convert two apartments per week until the beginning of December and then four apartments per week will be renovated. Apartment #51 will remain vacant for the duration of this project for the residents to use as a place to spend time to relax, warm their food, make a cup of coffee or just relax while their apartment is being renovated. Residents will be able to return to their apartment at night unless there are unforeseen circumstances; there is a bed available as well in apartment #51. The anticipated time frame for each conversion is 3-4 days.

**Surge Protectors and Lighting Rods**

As discussed at our last Board meeting, it was decided to install surge protectors on the fire alarm and well water systems. To further our research on this issue, Marisa has been reaching out to companies who install lighting rods. There have been few call backs.

**Vacancies**

We have one vacancy and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director