

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 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 E. LeBorious and A. Bowsza were present. Commissioner L. Calsetta was absent

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of November 17, 2021 were reviewed by all Commissioners present. Commissioner LeBorious 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 to add 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** –November 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 B

**12. POLICIES AND PROCEDURE** – None

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

Commissioner Burnham explained the site plan with the new proposed property lines at 13 Reservoir Ave. He stated J. Holden, J. Ussery, & North Central Health Dept. will be on the property next week to do testing to confirm there is enough land left once the property is split for a reserve septic area.

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**14. NEW BUSINESS –**

A. 2022 Board of Commissioners Meeting Dates

Commissioner Bowsza made motion, 2<sup>nd</sup> by Commissioner LeBorous to accept the 2022 Board of Commissioners Meeting Dates with the correction to June 17<sup>th</sup>, it should be June 15<sup>th</sup> and changing the time to 6:30pm. All in favor – motion passed.

B. 2022 East Windsor Housing Authority Holidays

Commissioner Bowsza made motion, 2<sup>nd</sup> by Commissioner LeBorous to accept the 2022 East Windsor Housing Authority Holidays. All in favor – motion passed.

**15. PUBLIC COMMENT –**

Maureen P #30 asked why the residents could not make improvements, such as upgrading their ceiling fan, if they paid for the item and hired the contractor to install it. She was told residents could make some upgrades, however all changes needed to be approved in advance by the Director.

**16. SUGGESTION BOX – None**

**17. 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 LeBorous made motion, 2<sup>nd</sup> by Commissioner Bowsza to go in to executive session at 7:21pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 7:26pm.

Commissioner LeBorous made motion, 2<sup>nd</sup> by Commissioner Bowsza to purchase 5 \$200.00 gift cards for the employees of Park Hill. All in favor – Motion passed

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:27pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

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

**Resident Activities:** *We continue with monthly coffee hour. Attendance remains at 0-4 residents followed by the scheduled blood pressure clinic which remains at 2-4 participants. The blood pressure recordings are for the purpose of the residents to report their readings from a non-clinical setting. Blood pressure screenings have been additionally provided on request. The resident council continues monthly coffee hour and BINGO twice monthly, informal exercise classes independently organized by residents, board games on Friday evenings and Wii bowling on Sunday's. There is a regularly scheduled tenant association meeting and director's meeting monthly. The monthly color and sip have regular attendance with certain residents attending monthly and others coming to socialize.*

**Community Programs:** *Community programs at this time include: The Five Corner Cupboard for twice monthly food distribution on Tuesdays, Meals on Wheels, congregate meals at the East Windsor Senior Center, and Pauline's Stock Pot Kitchen at the Wesley United Methodist Church open every Friday afternoon from 4:00-5:00 for "Drive-Thru-Pick Up" meals. 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 holiday 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 was November 12<sup>th</sup> for December holiday distribution. The mobile dental clinic supported by the First Choice Healthcare Center has been scheduled for February 14<sup>th</sup> and 15<sup>th</sup> for exam and routine cleaning days. I am in contact with Kathy from the clinic and applications have been forwarded. A notice with directions on how to sign up for this program will be circulated beginning December 13<sup>th</sup>. The DPH continues with "Pop-Up" drop in Covid vaccination sites. A robo call was made to residents letting them aware that Lincoln Technical Institute on Newberry Road in East Windsor would be a host site on Tuesday, December 7<sup>th</sup> from 8am-2pm. The application to apply to the DPH to become a mobile hosting site was provided to Linda Collins to forward to town departments to see if it is something they are interested in hosting.*

**Upcoming Services and Future Events:** *Information regarding Covid booster vaccines has been circulated along with flu vaccine information. Residents have been coming to this office to schedule their on-line appointments for their Covid booster. Many residents have shared they would be interested in learning about food, diet, and their medical conditions. We have connected with the University of Connecticut Extension Program for SNAP education and have spoken with Angie. The program is related to prevention and chronic*

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disease management with optimal food choices. The curriculum is based on eating smart and living strong. It provides primary nutrition education in a hands-on action-based setting. All materials will be provided by the SNAP-ed program. It is scheduled as a four sessions series with the dates of 1/14, 1/28, 2/11, 2/25. A notice will be circulated to residents to participate in this program. Additionally, the Five Corner Cupboard food pantry will be included if volunteers are interested in learning how they can help with food choices for our residents and the community. On Friday, December 10<sup>th</sup> the housing authority will be hosting its annual holiday party. Residents were given the opportunity to sign up for a meal prepared by Maneeley's Banquet & Catering with the option to gather in the community hall or have the meal delivered to their home. December 13<sup>th</sup> a Meet and Greet is scheduled in the community hall. At this time, residents are able to sign up and participate in a review of community services that are available to them and how to acquire those services. New residents are encouraged to attend and longer standing residents are always welcomed. December 1-7 is National Handwashing Awareness Week. A fun and educational BINGO is scheduled on the 14<sup>th</sup> to recognize the importance of handwashing.

**Services and Referrals:** Continue to assist with Department of Social Services (DSS) paperwork for application renewals, SNAP benefits, applications, questions, and creating the My Account for DSS paperwork on-line. Please note that the average wait time when making a telephone call to DSS is between two and three hours. This has made it extremely challenging for residents to connect with this state agency regarding questions related to their benefits. As a resident services coordinator it puts me to task to assist them with questions that arise. Because of this delay in phone service, it is helpful for residents to create on-line accounts with DSS to try and expedite their paperwork. However, often times, questions need to be directed to a person in a DSS field office and making those connections has become increasingly challenging. I continue to assist 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. I continue to assist residents with their Life Line and Assurance Wireless phones, setting up the devices and acclimating them to the new technology. It should be noted that in 2022 3G services will be phased out. This puts the older adult population at risk of technology that is not in compliance and will no longer work. Residents with life line emergency call buttons and older model cellphones may require help in getting their technology updated. Information was circulated to residents from the Centers for Medicare & Medicaid Services regarding their 2022 Medicare premiums, co-pays and deductibles. Residents who have questions or are interested in seeing if they qualify for the Medicare Savings Plan are encouraged to see me. Residents have also been made aware of the increases in Social Security payments beginning in 2022. I continue to call and visit residents to inquire of needs and services.

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*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 continue to search out pertinent information from federal and state offices regarding benefits that would pertain to residents of Park Hill as well as continue to seek out webinars and on-line information that is beneficial to this community.*

*Respectfully Submitted,  
Carolyn Kita, Resident Services Coordinator*

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**Attachment B**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**December**

**2021**

**Management:**

Our application that was submitted to the East Windsor Together Community Fund Grant program for a Nutritionist to do a series of presentations on healthy eating habits was approved. We applied for \$1,000 and was awarded \$700 which will be used for three presentations instead of four. This is very exciting and we are very appreciative to be approved for this program money that will allow us to fund a very important educational experience for our residents.

On Friday December 10<sup>th</sup> we had our annual resident Holiday Party. We had residents sign up to either dine in person in our community hall or have their meal delivered. A total of 60 signed up. Half to dine in and half to have their meal delivered. We still have residents who do not feel comfortable socializing in groups due to Covid 19. A catered meal from Maneeley's was served which included chicken Marsala, roasted potatoes and a vegetable medley.

**Other Matters:**

**13 Reservoir Ave.**

The house and property are being maintained.

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

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

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**Applying for 501 C 3 Status**

Recently Marisa and I had a zoom meeting with Barbara McGrath Director of the CT Urban League Initiative and one of her graduate students, Cara Moody to discuss the application process for a nonprofit entity for the Housing Authority. The next steps are to establish a name for the nonprofit, mission statement and a three-year budget. I'll have more to discuss at our next Board meeting.

**Projects:**

**Solar Panels**

On Monday December 13<sup>th</sup> there will be a final inspection of the solar panels of all the involved parties to ensure that all compliance procedures have been met. Once approved the activation of the panels will be completed.

**Tub to Shower Conversion – CDBG Funding**

The conversion of fifty tubs to showers began on Monday, November 15<sup>th</sup>. Eleven apartments have been completed. While their bathrooms are being renovated, they have been staying in unit number #51 during the day to watch TV, warm their food, make a cup of coffee or just relax while their apartment is being renovated. Residents are returning to their apartment at night. The anticipated time frame for each conversion is 3-4 days. Punch lists have been done on the completed bathrooms. Only minor issues have been noted and repaired.

**Surge Protectors and Lighting Rods**

The surge protectors for our fire alarm panel and well water system is on back order. In the meantime, to further our research on this issue, Marisa reached out to companies who install lighting rods. One company responded and gave us a proposal of \$7,538 to install lightning rods for each building.

**Vacancies**

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director