

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MARCH 16, 2022 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 6:30 p.m. by Chairman J. Burnham, Commissioners M. Simmons, S. Tripp and L. Calsetta were present. Commissioner A. Bowsza was present on zoom.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of February 16, 2022 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Simmons to approve the minutes as presented. All in favor –Motion carried.

**3. ADDED AGENDA ITEMS** - Motion made and duly approved to add Tree Removal as item A to Old Business.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** –

A. CHFA 2<sup>nd</sup> Quarterly Report

**7. FINANCIAL REPORTS** –February 2022

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

Marie reported that the dam wall on Depot St. collapsed. Repairs are being made to it. The budget is being presented to the Board of Finance. The Broad Brook Fire Department is submitting a budget that will go to referendum. The schools and Park & Rec are moving forward. The zoning regulations are being updated. The Board of Education finalized last year's assessment. There will be an informational survey going to all town residents. The town is being re-districted for voting purposes so some residents may have to go to a different polling area. The state representatives' areas will stay as the same.

**9. REPORT OF THE TENANT ASSOCIATION** – Jeanne Swicklas, Pres. 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** – None

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**13. UNFINISHED BUSINESS –**

A. Linda Collins collected 4 bids for tree removal. One came in under the \$5000.00 amount the commissioners approved at the last meeting. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Simmons to accept a bid from Limb Up Tree Removal. All in favor – Motion passed. Commissioner Burnham abstained from the vote.

**14. NEW BUSINESS – None**

**15. PUBLIC COMMENT –**

Maureen P. #30 - wanted to let the commissioners know she loves the new bathroom, the flooring is modern looking. She made a suggestion to Park & Rec for the addition of an adult swing and she was told they would add it to their master plan.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – None**

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:29 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

Tenant Association Meeting February 23, 2022

Meeting started 10:40    5 in attendance                      Meeting closed 10:50

**Activities**

- Wii Bowling – restarting on Sunday at 1:00
- Bingo – 1<sup>st</sup> and 3<sup>rd</sup> week of the month
- Cards – Setback = Friday at 6:00
- Movie Night – once a month - last Friday night – it was a good movie – very funny.

**Miscellaneous**

- Mobil Dental Clinic was here. It went well and will be back in September 2022. Two residents made several positive comments.
- We are hopeful that the presentation on nutrition by the UCONN Snap Ed program will be held soon.
- The house at 13 Reservoir has been rented.
- Mark Simmons has rejoined the board. Elizabeth Leborious also resigned and they are looking for 1 more person to join the board.
- Tub to shower conversions are almost done. They are planning on adding a shower to a Community Hall bathroom. Still awaiting approval.
- The board discussed the need to start looking for a new truck with new plow.
- Discussion about remove the trees across from the Community Hall to help allow more sunshine to reach the new solar system.
- Should we use money in the bank? We are to think of ideas on how we might want to use the money.

Respectfully Submitted by,

Mary Wyse

Secretary

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**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
March 2022**

**Resident Activities:** Monthly coffee hour had 12 in attendance. One resident requested a blood pressure screening. The monthly color and sip did not have any attendees. 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.

**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. The Mobile Foodshare located at the St. Catherine's Church parking lot continues bi-monthly distribution on Friday's from 1:00-1:30 for fresh produce. There was one cancellation for the Friday Foodshare distribution due to inclement weather on Friday, February 18<sup>th</sup>. In speaking with Foodshare there is no ability to reschedule cancelations. The March Big Y Eating Well and Living Smart calendar is posted for virtual programs. Living Well with Chronic Pain a virtual Workshop co-sponsored by the North Central Area Agency on Aging is posted for resident participation. Covid test kits and masks remain available for residents and anyone in need of a Covid vaccine or booster who is eligible may contact the North Central Health Department.

**Upcoming Services and Future Events:** The SNAP-ed program has been rescheduled for Friday, March 25<sup>th</sup> with its focus on medical diagnosis and healthy eating utilizing SNAP benefits. The canned food Bingo scheduled for February was postponed due to weather and is scheduled for March 28<sup>th</sup>. This will add to the SNAP-ed programming and focus on making healthy food choices and being knowledgeable of canned food choices. A Medicare spend-down informational is planned for April to coincide with National Public Health Week and other activities.

**Services and Referrals:** Continue to advocate and assist with Department of Social Services (DSS) application renewals, claims, "spend-downs", SNAP benefits (applications and renewals), and questions. Continue to work with creating on-line accounts for residents to streamline their paperwork and to expedite communication for services with on-line applications versus paper applications. Setting up the DSS app for phone navigation has been helpful to quickly reference benefit information versus lengthy phone calls. Continue to assist with energy assistance and rent recertification documents. Continue to assist with cellphone navigation. Provided information and assistance for the Eversource utility "medical protection" program and the Affordable Connectivity Program which has replaced the Emergency Broadband Benefit. I continue to assist with insurance needs and Medicare Savings Plan QMB benefits. I meet and connect with residents regularly. Community information is passed along to residents regularly via memo and the community board posted outside of my

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office. In speaking with residents they often provide information related to community resources that can be disseminated via the memos and community board postings.

I continue to search out pertinent information from federal and state offices and non-profit agencies advocating for older adults and adults with disabilities. On February 18<sup>th</sup> I participated in a CARSCH presentation provided by Caregiver Homes focusing on homecare needs and Medicaid qualifications for the program. Additionally, I participated in National Center on Law and Elder Rights Webinar on March 1st reviewing Social Security overpayments and how it effects lower income older adults. I also continue to follow postings of the Connecticut Department of Public Health and the Connecticut Nurse's Association for updates.

Respectfully Submitted,  
Carolyn Kita,  
Resident Services Coordinator

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**March**

**2022**

**Management:**

The annual recertification process is winding down. Every year the residents are required to meet with management to verify their income and assets to determine if there will be an increase or decrease in their rent effective July 1<sup>st</sup> 2022 our new fiscal year. Most of our residents have been recertified. There are a few residents who have not come forward to make an appointment after several reminders. They have been reminded that in order to continue their residency at Park Hill they must recertify.

The UConn SNAP ED program will be presenting a nutritional program on Friday, March 25th. Various topics will be discussed such as eating well on a tight budget, including grocery shopping and restricted diets for health-related issues.

As discussed at our last meeting, it was decided to remove the trees across from the community hall that are close to the parking area. I received four quotes which I will present at our next Board meeting.

We also discussed our truck needs to be replaced due to age. I reached out to the East Windsor Public Works for information regarding purchasing vehicles. It was suggested that I contact the Fleet & Municipal Sales located at Gengras Ford in Plainville. I am waiting for a call back and anticipate that I will have more information to share at our next Board meeting.

I'll be starting to work on the upcoming budget for fiscal year July 1<sup>st</sup> 2022- June 30<sup>th</sup> 2023. It is due to CHFA by the end of April. I'll have it ready to be reviewed at our next Board meeting in April.

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**Other Matters:**

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

I will be asking Dave Holmes the architect who has been working with us on the development of the 6&7 acres to attend our Board meeting in April to review the feasibility study and discuss the next steps. I decided to postpone his visit until we have a full Board and our new commissioners can benefit from a full review of the feasibility study.

**Applying for 501 C 3 Status**

I continue to reach out to Barbara McGrath Director of the CT Urban League Initiative, an affiliate of the UConn School of Law to continue our discussion on the application process for a nonprofit entity for the Housing Authority. In the meantime, many thanks to Commissioner Sharon Tripp who has offered to assist with applying for the 501c3 application.

**Projects:**

**Tub to Shower Conversion – CDBG Funding**

The installation of the accessible showers is completed. Due to health reasons one of our resident's was not well enough to have her shower installed. Having contractors coming and going for three days would be too disruptive. Since we have the shower and materials that are not returnable, we received the approval from the Department of Housing to install a shower in the community hall. This is a huge plus should the residents need to shelter in place for any period of time. A reminder that the Community Hall has a generator.

**Vacancies**

We have four vacancies and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director