

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
APRIL 20, 2022 MINUTES**

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 March 16, 2022 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd 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 Annual Calendar of Board Meetings to New Business as item B, Election of Officers to New Business as item C, Mortgage on 13 Reservoir as item D to New Business, and 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 as item A to Executive Session.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS –

7. FINANCIAL REPORTS –March 2022

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 – None

14. NEW BUSINESS –

Motion made and duly approved to go out of order and discuss items B, C, & D.

B. Annual Calendar of Board Meetings – Motion made by Commissioner Calsetta, 2nd by Commissioner Simmons to approve the Board meeting Dates as presented.

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C. Election of Officers - Motion made and duly approved to have the officers as follows:

Chair – John Burnham, Vice Chair – Laverne Calsetta, Secretary – Mark Simmons, Treasurer – Alex Bowsza, and Vice Treasure – Sharon Tripp.

D. Mortgage on 13 Reservoir – M. Prior suggested making additional principal payments every month. Commissioner Burnham would like the bank contacted to see if it would be more beneficial to make additional monthly payments or make a one-time additional lump sum payment.

A. 2022/2023 Budget

Motion made and duly approved to go out of order to #17 Executive Session.

Motion made by Commissioner Tripp, 2nd by Commissioner Simmons to approve the 2022/2023 budget as presented.

15. PUBLIC COMMENT – None

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 Calsetta made motion, 2nd by Commissioner Tripp to go in to executive session at 7:15 pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 7:40 pm.

Commissioner Calsetta made motion, 2nd by Commissioner Simmons to go back in order to item #14A. All in favor – Motion passed

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 8:00 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

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

Resident Activities: Monthly coffee hour had 10 in attendance. There were no requests for blood pressure screenings. The monthly color and sip did not have any attendees. The resident council continues monthly coffee hour with strong attendance and BINGO twice monthly, informal exercise classes independently organized by residents, board games on Friday evenings and Wii bowling on Sunday's. Newly donated corn hole games have become available to residents with interest being circulated for team participation. Egg coloring in the community hall is scheduled for April 15th by the tenant association. 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 does not appear to be interest in the Big Y on-line programs—I will attempt to revisit this in the future with additional technology support to make it more accessible. Working to get Senior Planet programming, part of an AARP initiative for health, wellness, technology education for older adults available through Zoom for community hall attendance. 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 or utilize the new Test to Treat programming available in the community. The East Windsor Community Wellness Association has been an invaluable resource in securing durable medical equipment requests in the past weeks that are not covered by Medicare.

Upcoming Services and Future Events: The second SNAP-ed program of a four-part educational series is scheduled for April 8th. The first program on March 25th had approximately 15 residents in attendance with positive feedback. May is National Older Americans month with the theme for 2022 being "Aged My Way." Recognition of this is being planned.

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 assist with creating "My Accounts" for DSS paperwork to do renewals on-line and to apply for benefits (SNAP) quickly and more efficiently—paper applications continue to be the norm, however, on-line applications appear to get services activated more quickly. Continue to assist with setting up the DSS phone app and demonstrating how to access benefit information directly from resident's smartphones helping to reduce the number of phone calls to DSS which incurs drastically long wait times. Renter's Rebate information has been disseminated and assistance with organizing documents is made available. Government issued cell phones have become increasingly difficult to navigate renewals and services. It has been much more common to assist with changing providers for better service options. It is an involved process that requires multiple phone calls and reference number tracking to get the phones operational at times. I continue to assist with insurance needs and Medicare Savings Plan QMB benefits. Community information is passed along to residents regularly via memo and the

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community board posted outside of my office and have included: information on placing personal phone numbers on the National Do Not Call Registry for telemarketing/spam/scam calls, blood pressure medication recalls and follow up information, how to prepare for the RealID requirements effective for May 3, 2023 and Social Security updates re' post Covid opening and SSI benefit documentation.

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 March 10th I participated in the National Center on Law & Elder Right's webinar on Money Mule Scams. The focus was on how emotion, urgency and isolation can make people susceptible to such scams. 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 B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

April

2022

Management:

On Thursday May 12th Penny Fisher, our Connecticut Housing Finance Authority (CHFA) asset manager will be here to do a site visit. Typically, it is every three years that she conducts her property inspections and reviews various reports and or policies such as the rent roll, waiting list and tenant selection plan. This is also an opportunity for us to catch up on updates that she may have regarding funding for Capital Improvements and other relevant programs.

Our Resident Services Coordinator, Carolyn continues to schedule monthly educational presentations. Since many of the topics would be beneficial to the Senior Center staff, we will be inviting Melissa the Director of Community Services and any of her staff who would like to also attend these presentations.

We are planning our annual resident cook out for Friday May 22nd. The staff will be grilling hamburgers and hotdogs and provide side dishes, beverages and hopefully some type of entertainment. Residents can bring their favorite dessert. Picnic tables will be set up outside under canopies and residents will also have the option of eating inside. As we get closer to the date a reminder invite will be emailed to our commissioners and First Selectman.

The UConn SNAP ED program will be presenting their third of four nutritional programs on Friday, April 22nd. Various topics are being discussed such as eating well on a tight budget, including grocery shopping and restricted diets for health-related issues. The residents are enjoying these programs. Healthy refreshments are also being served.

Our First Selectman, Jason Bowsza will be coming to Park Hill to visit our residents during their monthly "Social Hour" on Tuesday from 10:00am to 11:00am. Jason has previously visited Park Hill residents to sit and chat and answer questions and share what is happening in Town. He is always welcomed.

Our new truck from Gengras Ford in Plainville is on order. It is anticipated that it will be available within the next few weeks.

The Park Hill budget for fiscal year July 1st 2022- June 30th 2023 is completed and will be discussed at our meeting.

Other Matters:

6&7 Acre Parcels/Feasibility Study

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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 May to review the feasibility study and discuss the next steps.

Applying for 501 C 3 Status

I have been working with Barbara McGrath from the UConn School of Law once again on the application process for our 501C3 status. We are working on this step by step which is helpful since the process is very involved. We now have a name, a mission statement and I recently forwarded to her an estimated budget for developing the 7 acres that was prepared by the Housing Developing Team who is currently completing the CDBG project; converting tubs to showers. We can now start the process to create our Board of Directors for our nonprofit. There can be a maximum of two EWHA commissioners who would like to sit on the new Board. It is recommended that the Chair is not one of the two directors for reasons of possible conflict of interest. Unlike our commissioners the directors do not need to live in East Windsor. I would like to continue this discussion at our next Board meeting.

Projects:

Tub to Shower Conversion – CDBG Funding

As we have been discussing recently at previous Board meetings, an accessible shower will be installed in the community hall in addition to the 49 apartment showers. The current supply closet in the in the hallway will be part of the bathroom renovation. A new closet is under construction in the hall. We are now waiting for a start date for abating the floor for asbestos in the old bathroom. We are hopeful that the entire project will be completed within the next few weeks.

Vacancies

We have on vacancy and two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director