

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JULY 20, 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 A. Bowsza, M. Simmons and S. Tripp were present. Commissioner L. Calsetta was absent.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of May 18, 2022 were reviewed by all Commissioners present. Commissioner Tripp 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 shirt purchase to New Business as item A.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS –**

- A. June 2022
- B. 2022 Year End
- C. EWHA 2023 Budget

**8. REPORT OF THE BOARD OF SELECTMEN** –None

**9. REPORT OF THE TENANT ASSOCIATION** –Jeanne Swicklas, President

The association’s secretary is still unavailable to attend meetings. We did vote on increasing the number of Members at Large from 1 to 3. We had cake for Carolyn, the RSC, at our last coffee hour to say thank you for all she does for the residents.

**10. REPORT OF THE RSC**

- A. Monthly Report - Hereto attached as Attachment A
- B. Year End Report – Hereto attached as Attachment B

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

Hereto attached as Attachment C –

Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Simmons to spend up to \$3,500.00 to replace the flooring in the community hall.

**12. POLICIES AND PROCEDURE** - None

**13. UNFINISHED BUSINESS** – None

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**14. NEW BUSINESS –**

A. Shirts - Commissioner Burnham suggested getting shirts with the housing authority name on them for the staff and board members. Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Tripp to spend up to \$500.00 of shirts.

**15. PUBLIC COMMENT – None**

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – None**

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:10 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**Resident Services Report  
East Windsor Housing Authority  
June/July 2022**

**Resident Activities:** The tenant association continues with bi-monthly social hour and resident BINGO. Residents continue with participation of independently organized board games on Friday evenings and Wii bowling on Sunday's. There is a regularly scheduled tenant association meeting and director's meeting monthly. Ideas continue to circulate for incorporating resident activities. A corn hole game is available and efforts are being made to generate interest.

**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. Summer hours for Pauline's is now Wednesday and Friday from 1-2 pm for a to-go option. This change has been posted to the RSC community board and sent via memo. 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. It should be noted, residents are allowed one visit to the Five Corner Cupboard monthly, however, no one would be turned away in the time of a food crises. I have been in contact with the director of the Five Corner Cupboard regarding the feasibility of making the food pantry services more available to residents and the community due to inflation of food costs and SNAP benefits not meeting the demand. The director will be considering the suggestion. The summer concert series at the Reservoir is each Thursday during the summer and the calendar with event information is posted in the community hall. Information was posted regarding the town sponsored rabies clinic held June 25<sup>th</sup>. Information has been disseminated to residents on how to register their phone with the Town of East Windsor to receive weekly updates from First Selectman Jason Bowsza. Information and assistance is offered for the ACP (Affordable Connectivity Program) which is assisting older adults with obtaining affordable internet connection. Covid test kits and masks are still available for residents. Medicare recipients who have plan B coverage can continue to receive Covid test kits at no charge and can inquire with the local pharmacies. Covid vaccines and boosters are still available at all local pharmacies and Walmart. Walk-ins are accepted at Walmart and perhaps other pharmacies or on-line appointments can be made.

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**Upcoming Services and Future Events:** Meet and Greet planning will be resuming in June to welcome new residents and invite current residents to review programs available in the community. A managing diabetes program was presented in June with strong attendance. A managing blood pressure program is tentative for July. First Choice Mobile Dental Clinic will be at Park Hill on August 29<sup>th</sup> and 30<sup>th</sup> for dental cleanings. I am attempting to work with the scheduler for an additional visit for x-rays and dental services with a dentist. The mobile dental clinic is available for the older adult and disabled population at this time for the scheduling at Park Hill. Information has been forwarded to the senior center with forms and an advertising memo if anyone should choose to participate. The mobile dental clinic services the school community and follows a school calendar of holidays, vacations and summer break making it difficult to schedule, however, the scheduler has been able to make the August visit available for cleanings before the school year is up and running.

**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 SNAP benefits versus paper applications. Renter’s Rebate information has been disseminated and assistance with organizing documents is made available. I continue to assist with insurance needs and Medicare Savings Plan QMB benefits. Continue to assist residents with the Affordable Connectivity Program (ACP) which has replaced the Broadband Benefit (BBB) program. The program continues to be difficult to navigate. I am working with Cox Communication, through the ACP, to have a better understanding of how residents register with their information from the National Verifier. Conflicting information is common.

I continue to search out pertinent information from federal and state offices and non-profit agencies advocating for older adults and adults with disabilities. This month I participated in a second Reframing Aging series focusing on “Aging: The Universal Shared Experience”. This series focused on the awareness of using the terms “them” versus “us” to demonstrate how aging is a shared experience unique to all of us and how our choice of words reflective of aging can diminish and harm the experiences of older adults. I continue to review 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**

**ANNUAL RSC REPORT  
Year Ending June 30, 2022**

**Resident Services Coordinator Program**

East Windsor Housing Authority

Number of Units 84

Table 1 – Client Status by Housing Development

Columns	A	B	C	D	E	F
Type of Activities		1st qtr.	2nd qtr.	3rd qtr.	4th qtr.	Total
<b>A. # Residents Reported at End of Last Quarter</b>		88	87	88	86	
# Transferred to Congregate Housing		0	0	0	0	0
# Transferred to Assisted Living		0	0	0	0	0
# Transferred to Nursing Home		0	1	0	0	1
# Transferred to Hospice		0	0	0	0	0
# Transferred to Other		0	0	1	0	1
# Transferred to Hospital		0	0	0	0	0
# Deceased		1	1	1	3	6
# No Longer Needing Services (permanently out)		2	0	1	0	3
Total subtracted from A. above		3	2	3	3	11
Residents/Clients Remaining		85	85	85	83	
<b>B. # of New Residents/Clients: This Quarter</b>		2	3	1	6	12
# Screened/Evaluated (Exhibit B)		1	2	1	4	8
# Requiring Services This Quarter		0	2	1	4	7
Total New Residents/Clients added to A. above		2	3	1	3	9
Total # of New Residents/Clients (A & B)		87	88	86	89	
<b>C. Types of Services Referred or Provided</b>						
Homemaker		1	1	1	1	4
Home Health Aide		0	0	1	1	2
Community Meals (# of Meals on Wheels)		1020	160	176	619	1975
Transportation Services (# of Dial-A-Ride)		186	72	84	92	434
Monthly Health Screening: Blood Pressure/O2 Sat		8	10	5	1	24
<b>Public Assistance Programs:</b>						
DSS Paperwork: Notices, Passive Renewals, Etc		10	17	14	21	62
SNAP Referrals		10	12	9	3	34

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Emergency SNAP benefit authorized by the: Family First Coronavirus Response Act	3	NA	NA	NA	3
Renter's Rebate Assistance	15	NA	NA	11	26
Energy Assistance	NA	9	7	9	25
First Choice Mobile Dental Office Applications	NA	6	14	NA	20
Covid Vaccine Mobile Clinic to Park Hill	NA	12	NA	NA	12
DSS Ct Home Care Program	0	2	2	2	6
Adult Day Care	1	1	1	1	4
Assurance Wireless Safe Link phone	5	6	7	2	20
Protective Services/Conservator	4	0	2	3	9
Substance Abuse Services	0	0	0	0	0
Mental Health Services/Support Group	1	2	1	1	5
Mediation/Facilitation Services	2	2	1	0	5
Legal Services /Tax Assistance	0	1	1	1	3
Resume Writing/Job Application Assistance	1	1	0	0	2
Mediation/Facilitation Services	2	2	1	0	5
Medicare/Health Insurance	9	11	17	5	42
Friendly Visitor/Companion	26	32	36	32	126
File of Life Distribution	6	3	1	8	18
Money Management	6	5	2	3	16
Relocation Planning	1	0	0	0	1
SNAP-ed education series	NA	NA	15	17	32
Covid test kit and mask distribution Town of East Windsor	NA	NA	18	6	24
<b>Socialization/Recreation provided as listed below:</b>					
East Windsor Community Wellness Association Equip. Req.	1	0	2	3	6
Social Distance Coffee Hour EWHA	9	7	8	NA	24
Tenant Association Coffee Hour	NA	NA	NA	17	17
September Mask Distribution	49	NA	NA	NA	49
Wellness Checks – In-home visits and phone check ins	60	75	62	55	252
August Ice Cream Social	18	NA	NA	NA	18
September Ice Cream Social	12	NA	NA	NA	12
Fall Risk BINGO (Sept. Fall Risk Awareness Month)	13	NA	NA	NA	13
Haircuts with Pam	6	6	6	9	27
Tenant Association Halloween Party	NA	25	NA	NA	25
October Infection Awareness Bingo	NA	6	NA	NA	6
Thanksgiving Holiday Basket Assistance From 5CC	NA	6	NA	NA	6
November Medicare Open Enrollment	NA	6	NA	NA	6
December Handwashing Bingo	NA	7	NA	NA	7
Monthly Color & Sip (Adult Coloring & Socialization)	12	12	2	0	26
Resident Exercise Class Community Hall	12	5	0	0	17

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Cards & Game Night Community Hall	18	18	20	20	78
Bi_Monthly Resident Bingo Community Hall	18	18	22	60	118
Spring Park Hill Picnic	NA	NA	NA	48	48
Wii Bowling Community Hall	12	12	12	12	48
Diabetes Education Program May	NA	NA	NA	8	8
Monthly Tenant Assoc. Meeting Community Hall	21	18	20	15	74
Monthly Director's Meeting Community Hall	21	18	20	15	74
Creation, Publication & Distribution Monthly Calendar	252	252	252	252	1008
Distribution of Welcome Packets	4	4	1	8	17

Instructions:

- Columns B, C, and D – indicate the number of residents/clients by housing development
- Column E – indicate the total number of residents for all housing site covered by this grant
- Use “N/A”, when a category is not applicable
- Use “0”, when category is applicable but no activity occurred in the quarter

Table 2 – RSC's Allocation of Time by Functions

Functions	Time Allocation - %				
Evaluating residents	15	15	12	10	
Developing a case of file residents	5	5	10	4	
Establishing linkages with service agencies	10	10	15	15	
Referring residents to services	10	10	10	15	
Providing direct service	35	40	30	30	
Educating residents about rights, entitlement programs, etc.	15	14	15	15	
Educating management staff	2	2	2	5	
Staff and Board Meetings	2	1	1	1	
Reporting	2	1	1	1	
Mediation/Conflict Resolution	2	1	1	1	
Other – Monthly Programs Calendar	2	1	3	3	
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**June/July**

**2022**

**Management:**

There are three pole lights in the center of the property that are not working. Our electrician determined that there is a break in the underground wiring and the junction box is not working. Back in the '70's when that section of Park Hill was developed, conduits were not used when installing underground wiring, therefore it is common for the wiring to deteriorate over time. Instead of replacing the junction box, the new wires will be rerouted to an existing junction box that services flood lights on a nearby building. This will be more cost effective.

On Friday, July 22<sup>nd</sup>, Officer Mitchell from the East Windsor Police Department will be bringing his K9 police dog, Mylo to Park Hill for a demonstration of his skills and a meet and greet with the residents.

Jason Bowsza our First Selectman will be returning to Park Hill for another visit with our residents. He will be attending their "Social Hour" on Tuesday September 13<sup>th</sup> at 10:00am. The residents enjoy listening to Jason's updates pertaining to the Town and State that would be of interest to them. The residents are very enthusiastic about asking him questions and discussing issues or concerns that they may have.

The Connecticut Housing Finance Authority, (CHFA) approved the Park Hill budget for 2022-2023. During this fiscal year we are required to submit quarterly financial reports to CHFA for the second and fourth quarters.

**Other Matters:**

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

I have confirmed with Dave Holmes the architect who has been working with us on the development of the 6&7 acres that he will be attending our next Board meeting in August. Dave will be reviewing the progress of the Feasibility Study and discussing with us suggestions for the next steps.

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**Applying for 501 C 3 Status**

Barbara McGrath from the UConn School of Law is currently working on filing the tax form 1023 as part of the process for the 501c3 application.

**Projects:**

**Tub to Shower Conversion – CDBG Funding**

This project has been completed.

**HVAC mini splits**

The mini splits in the apartments that provide heat and air conditioning are aging and requiring more repairs. Maintenance has been diligent with replacing the filters and thoroughly cleaning the inside of the units including the condensers. During the last 12 months, we have had to replace three complete systems. Each one costs approximately \$5,000. Since last fiscal year I have started budgeting for the replacement of three per year should they are no longer able to be repaired. In the meantime, I'm researching other means to replace these units such as a state or federal grant. CHFA has recommended that I contact Eversource for possible funding under one of their energy efficiency programs. During the winter months the original base board heat is still an option for the residents to use.

**13 Reservoir Ave.**

All the debris and unwanted items have been cleaned out of the barn. There is now plenty of room for the tenant to store his equipment for removing the snow and mowing the lawn which is his responsibility and storing any equipment that belongs to EWHA such as the snow plow.

**Vacancies**

We have two pending vacancies.

Respectfully Submitted,

Linda Collins, Executive Director