

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
AUGUST 17, 2022 MINUTES**

---

**1. CALL TO ORDER AND ATTENDANCE**

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

Motion made by Commissioner Simmons, 2<sup>nd</sup> by Commissioner Tripp to go out of order and start with #13. Unfinished Business. All in favor - motion passed.

**13. UNFINISHED BUSINESS**

A. Feasibility Study – Dave Holmes of Capital Studio Architects joined us to update the board as we have 2 new members that were not on the board when Mr. Holmes started the feasibility study.

Motion made by Commissioner Simmons, 2<sup>nd</sup> by Commissioner Tripp to go back in order. All in favor - motion passed.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of July 20, 2022 were reviewed by all Commissioners present. Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Tripp to approve the minutes as presented. All in favor –motion passed.

**3. ADDED AGENDA ITEMS – None**

**4. PUBLIC COMMENT – None**

**5. FEASIBILITY STUDY – None**

**6. COMMUNICATIONS – None**

**7. FINANCIAL REPORTS –**

A. July 2022

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

Marie stated she had been away and had not attend any meetings, therefore had no updates.

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

Jeanne stated the association met at the same time as the Director’s meeting and had no updates.

**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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
AUGUST 17, 2022 MINUTES**

---

**12. POLICIES AND PROCEDURE - None**

**14. NEW BUSINESS –**

A. Resident Debit Write-Offs - Executive Director Collins presented the board with a resolution to write off uncollectible past resident debts. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Calsetta to approve the resolution was written. All in favor – motion passed.

**15. PUBLIC COMMENT – None**

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – None**

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:25 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**AUGUST 17, 2022 MINUTES**

---

**Attachment A**

**Resident Services Report**  
**East Windsor Housing Authority**  
**August 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. Corn-hole is being played on Friday afternoons with a routine group of attendees. Haircuts with Pam was scheduled with strong resident participation. 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. Summer hours for Pauline's is now Wednesday and Friday from 1-2 pm for a to-go option. 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. 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. The East Windsor Police visited Park Hill on July 22<sup>nd</sup>. Officer Mitchell and his K9 partner Mylo joined Park Hill residents for an informal question and answer program. Fourteen residents attended this event. Covid vaccines and boosters are still available at all local pharmacies and Walmart. A memo with the new 988 suicide and crises lifeline has been decimated. Residents have been made aware that the Farmer's Market coupon booklets are available at the town social services and to make an appointment to receive their booklet. Information has been provided for the First Choice Mobile Dental Bus coming August 29<sup>th</sup> and 30<sup>th</sup>.

**Upcoming Services and Future Events:** August 2<sup>nd</sup> is National Ice Cream Sandwich Day and we will be celebrating with an Ice Cream Sandwich Social in the community hall. September is National Falls Risk Awareness Month. A falls risk information session and activity day are both being planned for September. A blood pressure/medication presentation is being considered. Additionally, I am looking into a financial informational session with our community bank to review basic banking principles and how to protect ourselves from potential fraud. Lastly, First Choice Mobile Dental Clinic will be at Park Hill on August 29<sup>th</sup> and 30<sup>th</sup> for dental cleanings.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**AUGUST 17, 2022 MINUTES**

---

**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. New to the process of the MSP is the need to notify your insurance carrier of the MSP renewal. It is now the person’s responsibility to notify their carrier of the MSP benefit status. Continue to assist residents with the Affordable Connectivity Program (ACP) which has replaced the Broadband Benefit (BBB) program. Assisting with medical transportation needs, medical appointments, and documents needed to navigate these processes. Navigating medical transportation can be difficult and requires multiple calls to medical practitioners and the medical transportation services to ensure consistent and timely transportation. For residents dealing with multiple health ailments and do not drive or have family/friends to rely upon, medical transportation is the only option and scheduling can be stressful.

I continue to follow the Connecticut Department of Public Health and the Connecticut Nurse’s Association for updated data and information on Covid cases and the monitoring of Monkeypox cases in Connecticut with a vaccine on the horizon. I viewed the National Council On Aging’s recorded Webinar on elder scams methods and preventive measures. Additionally, I am working on becoming a Dementia Certified Practitioner. I will continue to navigate resources that make effective change and improvement in the lives of the older adult and adult disabled population.

Respectfully Submitted,

Carolyn Kita, Resident Services Coordinator

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
AUGUST 17, 2022 MINUTES**

---

**Attachment B**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**August 2022**

**Management:**

As I mentioned at our last board meeting, there are three pole lights in the center of the property that are not working. The underground wiring and the junction box are not working. 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. It has been difficult for our electrician to coordinate a date and time with the contractor who will be digging the trench. Therefore, our electrician will be renting the equipment and doing the trenching. It is anticipated that this project will be completed within the next few weeks.

The annual Connecticut National Association for Housing and Redevelopment Officials (ConnNarho) convention will be held on August 29<sup>th</sup> and 30<sup>th</sup> at Mohegan Sun. Marisa and I will be attending both days. It is a worthwhile opportunity to attend various workshops and network with other people who are in the housing industry; particularly those who are affiliated with housing authorities.

In preparation of our upcoming audit, our fee accountant is reviewing our CHFA yearend financials and QuickBooks reports for any discrepancies and then reconcile for a final financial history of our financials for the last two years.

At our last meeting, we discussed having our truck lettered with East Windsor Housing Authority on both sides of the truck. G-Force Signs & Graphics in South Windsor will be doing the lettering for \$475. In addition, we are shopping on line for purchasing "company" shirts which was also discussed at our last meeting.

Commissioner Sharon Tripp informed me that The Hartford Foundation for Public Giving was accepting applications for advocacy activities related to housing. I participated in a webinar that was being offered to explain the program and application process. Unfortunately, we would not qualify. Applicants needed to be advocating for particular homeless populations such as people once incarcerated or people facing unique housing barriers such as (returning citizens) many thanks Sharon for the information!

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**AUGUST 17, 2022 MINUTES**

---

**Other Matters:**

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

Dave Holmes, the architect who has been working on the feasibility study for developing the 6&7 acres will be attending our board meeting to review with us what has been discussed so far. This will bring our new commissioners up to date and an opportunity for everyone attending to get caught up as well. I brought Dave up to speed with the purchase of 13 Reservoir and an additional option to access the 7 acres.

**Applying for 501 C 3 Status**

I am anticipating that Barbara McGrath from the UConn School of Law will be contacting me prior to our board meeting with an update on the application process for our nonprofit.

**Projects:**

**HVAC mini splits**

The mini splits in the apartments that provide heat and air conditioning are aging and requiring more repairs. We have had to replace three in almost two years. Eversource has a Multifamily Initiative Program for energy efficiency improvements. There are various financing options and incentives that I will be discussing with an Eversource representative. I should have more information to share at our board meeting.

**Vacancies**

We have one pending vacancy.

Respectfully Submitted,

Linda Collins, Executive Director