

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 21, 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 August 17, 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. August 2022

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

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

Jeanne reported the Tenant Association will be hosting a Halloween Pizza Party. They will charge \$3.00 per person. Ballots for member-at-large have been distributed and will be opened at their next meeting. On Saturday September 24<sup>th</sup> they are having a swap meet for residents. This will give everyone an opportunity to get rid of items they no longer use and get items they need.

**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

Linda discussed the 501C3 application. She would like the board for the non-profit to meet and review an agreement that needs to be made between the non-profit and the East Windsor Housing Authority. It was agreed that the tentative date to meet will be September 28<sup>th</sup>. Linda will contact everyone involved.

**12. POLICIES AND PROCEDURE – None**

**13. UNFINISHED BUSINESS - None**

**14. NEW BUSINESS – None**

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**15. PUBLIC COMMENT –**

Jeanne S. #20 – Asked if public water comes in if that would include the residents of Park Hill. It was explained that Park Hill would switch over to public water.

Viola A. #25 – Stated that she heard if carpet is replaced in an occupied unit, the resident has to move the furniture. Linda stated that was incorrect. The resident must pack up little items and maintenance staff would move the furniture.

**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  
September 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. 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. Fall hours for Pauline's beginning September 9<sup>th</sup>, are Wednesday for lunch from 1-2 for a go-to option and Friday for a drive-thru dinner beginning at 4:00. 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. In addition to St. Catherine's Church, I have posted the date, time, and location for the local Mobile Foodshare times in nearby communities. There is no restriction on the Mobile Foodshare one is able to attend. If a resident is unable to go to the St. Catherine location, it may be helpful for them to have an alternative. The First Choice Mobile Dental Clinic was at Park Hill on Tuesday, August 30<sup>th</sup>. Eight residents and senior center members participated in the program. There was positive feedback of the program and those participating were encouraging that the clinic should be scheduled again in the months ahead. The mobile dental clinic at this time offered dental cleanings and the fee is based on a sliding scale per income. The staff of the clinic are very receptive and are able to offer suggestions and recommendations of services outside of the scheduled cleanings which has been helpful for some residents. Lastly, the senior center offers a variety of monthly programming. Park Hill residents have been encouraged to try some of the programs offered, including book club, crafts, exercise groups, guest speakers and services such as "Ask the Attorney" and "Ask the Financial Advisor."

**Upcoming Services and Future Events:** September is National Falls Risk Awareness Month. A falls risk information session and Jeopardy activity is scheduled September 20<sup>th</sup>. A fun and engaging reminder of the risks of falls and prevention methods will be discussed. October is National Emotional Wellness month and the beginning stages of planning an event are in place. Additionally, I am still looking into a financial informational session with our community bank to review basic banking principles and how to protect ourselves

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from potential fraud. Lastly, on September 13<sup>th</sup> John Basso from the American Red Cross will be coming to Park Hill for an emergency preparedness and home safety awareness program. With storm season on the horizon this will be helpful to know how to prepare for safety.

**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. Renter’s Rebate information has been disseminated and assistance with organizing documents is made available. Residents are now organizing for energy assistance applications with East Windsor Social Services. 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. Assisting with medical transportation needs, medical appointments, and documents needed to navigate these processes. Communicate with the East Windsor Social Services and the senior center routinely regarding community services.

I continue to follow the Connecticut Department of Public Health and the Connecticut Nurse’s Association for updated data and information for community wellness and recommendations. I am currently enrolled in a health literacy training program sponsored by the CDC and will work on taking the classes when time permits. I am working to gain further knowledge on health literacy issues facing the older adult and disabled population and will provide programming to residents in the future. Additionally, I am continuing to work on becoming a Dementia Certified Practitioner. I will continue to navigate resources for the Park Hill community and assist residents when needs arise.

Respectfully Submitted,

Carolyn Kita, Resident Services Coordinator

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**Attachment B**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**September**

**2022**

**Management:**

The annual Connecticut National Association for Housing and Redevelopment Officials (ConnNarho) convention was held on August 29<sup>th</sup> and 30<sup>th</sup> at Mohegan Sun. I was not able to attend the convention due to issues that I had to attend to as the result of the lightning strike. Marisa attended and basically said it was worthwhile educationally and she had an opportunity to network with people from other Housing Authorities. She will be giving some highlights at the Board meeting.

In preparation of our upcoming audit, our fee accountant continues to review our CHFA yearend financials and QuickBooks reports for any discrepancies and has been in touch with our auditor Jason Geel from Maletta and Company from Bristol to begin the auditing process.

The "company" shirts are on order. Many colors were on back order. We will be getting "pewter" grey shirts with burgundy lettering.

Last year we were awarded \$700 from the East Windsor Community Fund Program for a nutritionist to provide an informational presentation on the benefits of maintaining a healthy life style. Kay Balkunas a nutritionist from CT Nutrition Consultants in Farmington will be here on October 25 to discuss with our residents how to shop and prepare nutritional meals on a limited income. She will also discuss the importance of eating healthy foods to prevent diabetes and cardiovascular diseases.

The East Windsor Community Fund Program recently was accepting applications for another grant program that would directly benefit the residents of the East Windsor community. Our Resident Services Coordinator completed the application requesting \$500 to replenish our small Park Hill pantry. We like to have available an assortment of staples including personal care items for situations when residents unexpectedly find themselves without transportation or it is the end of the month and their Social Security payment has not arrived. We are hopeful that our application will be approved for this much needed assistance for our residents.

**Other Matters:**

On August 23<sup>th</sup> during a severe thunder storm our water system and fire alarm panel were affected by a lightning strike. Fortunately, Aqua Pump responded quickly and manually reset the panel for our water supply so that one out of our two wells was operational within a couple of hours. Parts for the second well are still on back order. Johnson Control will be here this Thursday to install several modules in the apartments that

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were damaged as the result of the lightning strike. Fortunately, due to back up devices our fire alarm system has been fully operational since the lightning strike. A claim has been submitted to our insurance company.

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

As a follow up to Dave Holmes attending our last board meeting to bring us up to date on the feasibility study, I met with the First Selectman, and other Town employees working on procuring funds through the Community Investment Fund for the purpose of extending the public water supply to this section of East Windsor. This funding would allow options to have public water supplied to the 6&7 acres and Park Hill if needed. Also, Dave is contacting the zoning department to follow up on zoning regulations for the two parcels.

**Applying for 501 C 3 Status (East Windsor Housing Corporation)**

I have been working with Barbara McGrath on completing forms for the 501c3 application including filing form 1023 for the IRS. I have attached the proposed By Laws for EWHC so that our new Board members can review. In addition, the Memorandum of Agreement between ESHA and EWHC is a document that we can discuss at the Board meeting. I will have copies.

**Projects:**

**Pole Lights**

The pole lights that were not working mid-way up on the property have been repaired.

**HVAC mini splits**

I have contacted Eversource for information regarding their assistance with replacing the mini splits. I will have more information to discuss at our next Board meeting.

**Vacancies**

We have one vacancy and one pending.

Respectfully Submitted,

Linda Collins, Executive Director