

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 19, 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, and S. Tripp were present. Commissioner M. Simmons was absent.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of September 21, 2022 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Bowsza to approve the minutes as presented.

All in favor –motion passed.

The minutes of the Special Meeting of September 28, 2022 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Bowsza to approve the minutes as presented.

All in favor –motion passed.

**3. ADDED AGENDA ITEMS** – Motion made and duly approved to add Tenant Commissioner to New Business as item A.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** –

A. Letter of resignation from Laverne Calsetta

**7. FINANCIAL REPORTS** –

A. September 2022

**8. REPORT OF THE BOARD OF SELECTMEN** – Marie DeSousa

Marie reported that town hall is getting ready for the November 8<sup>th</sup> elections. Scout Hall is on the ballot to move Park & Rec, Senior Center, & Social Services over to that building. Enfield is looking to expand the trail rail that runs down the railroad tracks in town. Capital Improvement is planning on projects for next year, they are looking at 7 million dollars in projects. Re-evaluation and auditing for the town are taking place right now.

**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 and costumes are optional. Ballots for member-at-large have been re distributed because one person decided they didn't want to do it.

**10. REPORT OF THE RSC**

Hereto attached as Attachment A

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**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** –

A. Tenant Commissioner – Linda stated that Laverne had asked a resident to fill her position as tenant commissioner. It was discussed to should be put out to all residents to see if anyone is interested in filling the position. Linda will send out a memo notifying all resident of the vacancy.

Linda stated we would be having cake for Laverne on October 25<sup>th</sup> during social hour. Commissioner Burnham asked if the board should give her a gift card. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Bowsza to purchase a \$100.00 gift card for Lavern.

All in favor – motion passed.

**15. PUBLIC COMMENT** –

Jeanne S. #20 – Stated birds are digging holes under the gazebo in her area.  
Management will address the issue.

**16. SUGGESTION BOX** – None

**17. EXECUTIVE SESSION** – None

**18. ADJOURNMENT** -

Motion made and duly approved to adjourn at 7:11 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**Resident Services Report  
East Windsor Housing Authority  
October 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 played on Friday afternoons with a routine group of attendees. There is a regularly scheduled tenant association meeting and director's meeting monthly. A resident swap meet was scheduled for September 24<sup>th</sup> for Park Hill by the tenant association for a fall cleaning "swap" of household items etc. October 1<sup>st</sup> is a scheduled movie night. On October 28<sup>th</sup> the tenant association will be hosting their annual Halloween party.

**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 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 with additional locations posted. Thanksgiving Food Basket information for sign-up has been posted. The East Windsor Wellness Association assists with providing gently repurposed DME (Durable Medical Equipment). This equipment, (canes, rollator walkers, commodes, etc.) is an added expense even with Medicare benefits making the EWWA a helpful resource. Additionally, residents have been encouraged to try the many programs offered at the senior center. Copies of the center's newsletter are posted in the community hall. Residents have been made aware that the Covid variant booster is now available. Assistance has been offered in scheduling both the variant booster and flu vaccine as well. A "Take It Down and Read It" corner has been set up on the community memo board. This month's article is from the National Institute of Health on "Flu and Older Adults." I will be looking into seeing if the health department

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can offer vaccine services at Park Hill, focusing on homebound residents who have a difficult time accessing services in the community.

**Upcoming Services and Future Events:** I have reached out to our community bank to try and schedule a banking program related to fraud, managing money, etc., however it will have to be postponed to the later future as staffing shortages are preventing the bank from being able to promote community engagements. The Home Safety Emergency Preparedness program sponsored by the Red Cross on September 13<sup>th</sup> was attended by 15. The program covered home safety, weather related emergencies, etc., and was followed by a question-and-answer segment. It was reviewed positively by residents. On September 19<sup>th</sup> residents were invited to the Ellington Senior Center for an elder law event with State Representative Jaimie Foster. Transportation was provided by Dial-A-Ride. October is National Emotional Awareness Month. We will be hosting a fun BINGO to learn of the importance of our emotional health and providing coping strategies and resources when needed. October 15<sup>th</sup> begins open enrollment for Medicare. We will be hosting an informational meeting with a question-and-answer format on Medicare and Medicare Advantage programs, understanding the vocabulary and the variety of services offered. October 5<sup>th</sup> is National Coffee with a Cop Day! This national day is an opportunity to bring law enforcement and community together to foster relationships. The East Windsor Police Department has accepted our invitation from Park Hill and will join us for community engagement. On October 11<sup>th</sup> there will be a scheduled nutritionist coming to do a healthy eating presentation. We will continue with our monthly “meet and greet”. This is an opportunity for new residents to receive a packet of community resources and connect with the resident services coordinator. Information regarding town, state and federal services is provided. All residents are invited as well to have a refresh of opportunities in the community and ask questions of programs. A folder with community resources and an organizer are provided to help residents maintain documents and paperwork for rent recertification and other programs. Angela Surowiecki, registered dietician, from SNAP-education reached out to schedule a new nutrition series “Seniors Eating Well” which will incorporate food preparation and cooking. We will plan tentatively for spring of 2023.

**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 is now closed and the Energy Assistance program is accepting referrals at the East Windsor Social Services. I assist with insurance needs and Medicare Savings Plan QMB benefits. Continue to assist with the Affordable Connectivity Program (ACP). I help with planning transportation needs with Dial-A-Ride and medical taxis.

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Communicate with the East Windsor Social Services, senior center, and the Five Corner Cupboard routinely regarding community services. Post updated information to the memo board outside the RSC office.

**Continuing Education and Planning:** A grant proposal was drafted for the East Windsor Greater Together Community Grant Application. This grant would help to establish a small on-site food pantry for immediate food emergencies that recurrently occur. As a Choices Counselor, I will be attending the programs for Medicare Open Enrollment to learn of the changes for 2023 beneficiaries. I am currently enrolled in a health literacy training program sponsored by the CDC and have completed Health Literacy for Public Health Professionals. When time permits, I wish to take the coursework to become a Certified Dementia Practitioner. On October 20<sup>th</sup>, I will be attending the Enfield Commission on Aging's Symposium: Let's Start Talking-Mental Health and Seniors. I follow the Connecticut Department of Public Health and Connecticut Nurse's Association for current public health trends. 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  
October 2022**

**Management:**

Our fee accountant continues to review our CHFA yearend financials with Jason Geel our accountant from Maletta and Company who will be conducting our biennial audit. Beginning November Jason will be contacting our office for various files to begin the actual audit.

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 had to reschedule her presentation from October 25th to October 11<sup>th</sup>. She discussed to discuss how to shop and prepare nutritional meals on a limited income and the importance of eating healthy foods to prevent diabetes and cardiovascular diseases. This program is being funded through the East Windsor Community Fund. The total amount awarded was \$700. There are still funds available for additional presentations.

I reported last month that Carolyn our Resident Services Coordinator recently completed an application requesting \$500 from the East Windsor Community Fund Program to replenish our small Park Hill pantry. We like to have available an assortment of staples including personal care items for our residents. Carolyn recently received a call from the Community Fund Committee to let her know that they received the application and it is being considered.

On September 27<sup>th</sup> the State Department of Public Health conducted their triennial "Water Survey." This is basically an inspection of our water system and a full analysis of our drinking water. Aqua Pump was here to answer any questions that they had. Basically, the inspection went well. A full report will be issued and I will update the Board next month with any findings that were noted. Also, Aqua Pump "flushed" the entire system on October 11<sup>th</sup>. This is an annual requirement that needs to be completed and reported to the State Department of Public Health.

**Other Matters:**

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Due to the lightning strike on August 23th during a severe thunder storm our water system and fire alarm panel were affected by a lightning strike. Most of the repairs have been made, however some of the parts are on back order which is delaying the remaining issues that need to be addressed.

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

Dave Holmes is currently working on cost estimates and unit designs for the future development of the 6 & 7 acres. Once this is completed, he will meet with us to discuss projected costs and design plans.

**Applying for 501 C 3 Status**

While filing the certificate of incorporation with the Secretary of the State, it was discovered that there is another nonprofit on file with the name East Windsor Housing Corporation. My suggestion is that we change the name to the Housing Corporation of East Windsor. This name has not been filed with the State. We can discuss further.

**Projects:**

**HVAC mini splits**

I have had preliminary discussions with Eversource regarding funding options to replace our mini splits. Apparently, there is a specific team that works on multi- family energy efficient improvements and someone from this department will be reaching out to me. In the meantime, I have asked Nutmeg Mechanical who currently services our mini splits to plan on submitting a cost estimate as part of the application process.

Currently we are conducting our annual apartment inspections. We check for any repairs that are needed and if there are any safety or sanitary concerns. The entire process takes about three weeks.

The gazebos have been treated with a water repellent stain. The manufacturer suggests that this is done annually.

**Vacancies**

We have one pending move out.

Respectfully Submitted,

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Linda Collins, Executive Director