

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 16, 2022 MINUTES**

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.

2. MEETING MINUTES:

The minutes of the Regular Meeting of October 19, 2022 were reviewed by all Commissioners present. Commissioner Simmons made motion, 2nd by Commissioner Tripp to approve the minutes as presented. All in favor –motion passed.

3. ADDED AGENDA ITEMS – Motion made and duly approved to add Policy M04-0019 to Policies and Procedures as item A.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –

A. October 2022

8. REPORT OF THE BOARD OF SELECTMEN – None

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

Jeanne reported the Tenant Association held a Halloween Pizza Party with approximately 20 residents in attendance. Everyone had a great time.

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 –

A. Policy M04-0019 Holding Tank Maintenance. Executive Director Linda Collins requested the policy to be rescinded and replaced by policy 22-0002. Motion made and duly approved to rescind policy M04-0019. Motion made and duly approved to accept policy 22-0002 Holding Tank Maintenance with spelling correction.

13. UNFINISHED BUSINESS - None

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14. NEW BUSINESS –

A. Tenant Commissioner – Mary Wyse has come forward to replace Laverne Calsetta as Tenant Commissioner. Mary was present and introduced herself. Commissioner Tripp made motion 2nd by Commissioner Simmons to have Mary Wyse as the new Tenant Commissioner.
All in favor – motion passed.

15. PUBLIC COMMENT –

Commissioner Simmons asked about the incident that happened in the parking lot on November 11th. ED Collins will be getting a copy of the police report and will have a meeting with the residents next week.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – None

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 6.50 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

**Resident Services Report
East Windsor Housing Authority
November 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.

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. Holiday food basket information has been posted with the deadline to sign up November 11th for the holidays. Copies of the East Windsor Senior Center calendar and the Warehouse Library calendar are posted with their monthly activities. Some residents have requested assistance with scheduling Covid booster and flu vaccines. Homebound Covid vaccination is available with one resident making the request. This month, the "Take It Down and Read It" corner of the community memo board focuses on antibiotic awareness with the information provided by the CDC. The CDC and the National Institute of Health have free ordering of educational materials on a variety of health subjects. The materials ordered are included in Park Hill Welcome Packets, informational events (i.e., BINGO), and general presentations. Lastly, information has been disseminated and assistance provided for absentee ballot requests.

Upcoming Services and Future Events: A Medicare Informational meeting is scheduled on November 7th as it was postponed due to inclement weather in October and will focus on Open Enrollment questions and changes to Medicare benefits for 2023. On November 8th we will be recognizing Park Hill veterans during Social Hour. November 14th is National Sundae Day with Park Hill celebrating with a "sundae social". November 18th-24th is National Antibiotic Awareness Week. Park Hill residents will test their knowledge with a fun and informational Antibiotic Awareness BINGO on November 29th. Our Monthly Meet and Greet, to pass along community information, will be postponed to December due to holiday scheduling. On October 11th a grant sponsored nutritionist came to Park Hill for a healthy eating presentation. Scheduling is in progress to have a second presentation to focus on additional nutrition questions generated by residents. As nutrition education is a priority topic with residents, additional registered dieticians are being sought to host presentations. Residents are interested in "hands-on" and engaging presentations to further their nutrition education.

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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. Assistance is provided with organizing paperwork for energy assistance. Assistance is provided for insurance inquiries and Medicare Savings Plan benefits. Continue to assist with the Affordable Connectivity Program (ACP). I help with planning transportation needs with Dial-A-Ride and medical taxis. 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: Awaiting to hear from the East Windsor Greater Together Community Grant Application regarding the on-site pantry for acute food emergencies. As a Choices Counselor, I attended the Choices Open Enrollment Review on October 13th. This Webinar covered all facets of Medicare benefits, services, and changes for 2023. On November 11th I attended the National Council on Aging’s What You Need to Know About Medicare Annual Enrollment and on November 1st their Medicare in 2023: Changes Affecting Low-Income Beneficiaries. I am a member of CARSCH (Conn. Association of RSC’s in Housing). Often times the monthly meeting conflicts with my work schedule, but I viewed the power point presentation regarding Protective Services for the Elderly Program. I continue with health literacy training when time permits and other trainings focused on adulthood and aging. On October 20th, I attended the Enfield Commission on Aging’s Symposium: Let’s Start Talking-Mental Health and Seniors. This was an informative program that strictly focused on the needs of the older adult population with an emphasis on mental health concerns. 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 Report

November

2022

Management:

Our fee accountant continues to review our CHFA year-end financials with Jason Geel our accountant from Maletta and Company who will be conducting our biennial audit. Jason has not contacted our office yet to request files that he will need to review.

On October 25th during Social Hour, we celebrated Laverne's seven years as Tenant Commissioner and gave her flowers and a Visa gift card. She was very honored and everyone had a good time. Thank you, Laverne!

We are having another presenter on November 29th to discuss with our residents the importance of eating well and by doing so helps prevent various health issues. The presenter is nutritionist Jacqui Campbell from the Hazardville Wellness Center in Enfield. Our residents find these presentations engaging and helpful.

There has been no final decision yet if our application was approved by the East Windsor Community Fund Program for funding to replenish our small Park Hill pantry. We requested \$500 for an assortment of pantry items such as nonperishable food and personal care items.

Beginning Tuesday, December 13th, our First Selectman, Jason Bowsza will be joining us for Social Hour to discuss with our Park Hill residents any pertinent news and updates. The residents are also encouraged to ask questions. It is always a pleasure to have Jason visit us at Park Hill.

In recognition of Veteran's Day, we honored our Park Hill veterans during Social Hour on November 8th. We had coffee and cake, took photos so that we can update our picture gallery on the entrance wall of the community hall honoring our Park Hill veterans. We then went outside and raised a new flag by the front entrance.

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Other Matters:

Parts are still on back order for the repairs needed due to the lightning strike on August 23rd. Our well water system and fire alarm system were damaged. Most of the repairs have been completed. On Wednesday, November 16th I'll be meeting with the First Selectman, the Director of Planning and Development and the Town Planner to discuss the Community Municipal Investment Fund grant application to extend the public water supply to this vicinity of East Windsor. I will have an update at our next meeting.

6&7 Acre Parcels/Feasibility Study

Dave Holmes continues to work 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

I filled the corrected name with the Connecticut Secretary of State, The Housing Corporation of East Windsor. Barbara McGrath is now filing the necessary forms to the IRS.

Projects:

HVAC mini splits

Nutmeg Mechanical is working with me on the application process to replace our mini splits through the multi-family energy efficient improvement program offered by Eversource. Nutmeg is researching mini splits that are more updated and energy efficient. They are also working on a cost estimate.

Electrical Concerns

The main electrical exterior breakers in apartments 31-36 had to be replaced. They were very old and deteriorated. All the main breakers are now being assessed to determine if any of them should be replaced at this time or in the near future.

We currently completed the annual apartment inspections. There were no serious issues.

We have one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director