

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 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 M. Wyse, A. Bowsza, M. Simmons, and S. Tripp were present.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of November 16, 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 passed.

**3. ADDED AGENDA ITEMS** – Motion made and duly approved to add 13 Reservoir Rd to New Business as item A and to go in to Executive Session.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS** –  
A. November 2022

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

**9. REPORT OF THE TENANT ASSOCIATION**  
Hereto attached as Attachment A

**10. REPORT OF THE RSC**  
Hereto attached as Attachment B

**11. REPORT OF THE EXECUTIVE DIRECTOR** – Executive Director Linda Collins  
Hereto attached as Attachment C

**12. POLICIES AND PROCEDURE** – None

**13. UNFINISHED BUSINESS** - None

**14. NEW BUSINESS** –  
A. 13 Reservoir Ave – Executive Director Collins stated the lease is up for renewal. She would like to raise the rent slightly. The current rent amount does not cover all expenses for the property. Commissioner Bowsza made motion, 2<sup>nd</sup> by Commissioner Wyse to increase the monthly rent by \$75.00. All in favor – motion passed.

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**15. PUBLIC COMMENT – None**

**16. SUGGESTION BOX –**

There was a letter in the suggestion box. A resident was asking to remove the top loader washing machines and add additional front loaders.

**17. EXECUTIVE SESSION –**

A. Pursuant to C.G.S. Sec. 1-200 (6) (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Tripp to go in to executive session at 6:50 pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 6:55 pm.

Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Bowsza to give bonuses to employees of Park Hill. All in favor – Motion passed

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:00 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

Tenant Association Meeting November 17, 2022

Meeting started 10:40      8 attendance      Meeting closed 11:00

This meeting was very short and not too much detail to report.

**Activities**

- December 18, 2022 Bake sale 10:00 to 2:00 Donations of bake good are needed. Notice is being sent to community. We'll be having coffee and a tea cup raffle along with tasty bake foods.
- December 16, 2022 will be the Park Hill Christmas Party. Notice will be sent out.

**Miscellaneous**

- Mary Wyse was voted in as tenant commissioner. She needs to be sworn in by the Board of Selectmen. We will be happy to have her there.
- A gift card will be given to Maureen for her service as Treasurer.
- Election was held for Treasurer. Laverne ran unopposed and was voted in with 16 votes.
- Election for Member at large results are in for the 2 open positions:
  - Level 1 Lois                      14 votes
  - Level 2 Sharleen
  - Level 3 Sherry                  13 votes
  - Dominic 7 votes

Thank you to all volunteers for your active interest in our community.

Respectfully Submitted by,

Mary Wyse

Secretary

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**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
December 2022**

**Resident Activities:**

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Weekly Corn-hole activity, Friday evening games and Sunday Wii bowling.
- Monthly tenant association meeting and monthly director's meeting.
- Haircuts with Pam on November 21<sup>st</sup> in the community hall.

**Community Programs:**

- Five Corner Cupboard bi-monthly food shopping every other Tuesday/holiday basket sign up and distribution.
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Kitchen Wednesday grab-go lunch and Friday grab-go dinner.
- Foodshare bi-monthly distribution at St. Catherine's.
- East Windsor Wellness Association (assistance with durable medical equipment).
- Covid booster vaccine for homebound scheduled through on-line DPH Homebound Intake Form.
- Flu vaccine scheduled through the North Central Health Department.
- Senior center December calendar posted to RSC community board/Dial-A-Ride information.
- December's community board "Take-It-Down and Read It" pamphlet: How to Read Your Prescription Bottle.
- Jacqui Campbell Registered Dietician presented a Nutrition Informational program: Diabetes Education, understanding food labels and packaging, handouts and question and answer segment. It was well received by residents.
- Deterra medication disposal system. Request was made for 25 Deterra packets from the Connecticut Clearinghouse with the "Change the Script" program; currently assisting residents to dispose of unused, expired medications appropriately either at the East Windsor Police Department or with the Deterra disposal system.
- Live Well series sponsored by DPH, ADS, NCAAA sign up information posted.

**Upcoming Services and Future Events:**

- December 2<sup>nd</sup> Antibiotic Awareness BINGO—discussed terms associated with antibiotic use, how to safely use antibiotics, understanding community acquired and hospital acquired infections and how to reduce susceptibility.
- Holiday luncheon scheduled for December 19<sup>th</sup> for Park Hill residents.
- January is National Get Organized Month—paper shredders will be available to destroy old documents and organize for the upcoming benefit and recertification programs.
- Recognize National Trivia Day with a Jeopardy event—trivia activities and events encourage socialization and stimulates working memory promoting health and wellness.

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**Services and Referrals:**

- DSS application assistance for SNAP renewals and applications, MSP, Renewals, “Spend-Downs”, Medicaid.
- Home Care for Elders Program (application and paperwork assistance)/communicating with DSS and CCCI caseworkers when needed to expedite programming.
- Medicare Open Enrollment planning.
- Energy Assistance program assistance as needed (paperwork submissions).
- Transportation assistance—Dial-A-Ride, insurance sponsored medical taxi’s, Nutmeg Senior Rides.
- Affordable Connectivity Program—internet access.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Referrals made to EW Social Services and Five Corner Cupboard.

**Continuing Education and Planning:**

- Housing Authority awarded grant from the East Windsor Greater Together Community Grant application for small on-site emergency food and hygiene pantry.
- 11/4/2022 988 Power Point “In Crises Someone to Talk to Someone to Respond. Somewhere Safe to Go” sponsored by DMHA’s, DCF, and United Way.
- 11/15/2022 Attended CHFA Tenant’s Rights with a Focus on Grievance Procedures.
- 11/16/2022 Advancing States “Behavioral Health Coaching: An Innovative Program. Addressing Housing and Mental Health”.
- 11/30/2022 Connecticut Age Well Collaborative Launch Zoom: discussing the concerns of aging in Connecticut and making community improvements.
- Researching the “Change the Script Van” which meets at community events to take back medications for proper disposal—connected with the Deterra program for home disposal.
- Continue with health literacy training sponsored by the CDC via Train.org.
- Continue to follow the Connecticut Nurse’s Association and Department of Public Health postings.

Continue with routine phone calls and home visits to check on residents, monthly memos disseminated to residents with current community information. Work with residents to meet their various needs and search out needed resources when needed.

Respectfully Submitted,  
Carolyn Kita  
Resident Services Coordinator

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**December**

**2022**

**Management:**

Jason Geel our accountant from Maletta and Company continues to work on our biennial audit. The original submission date to CHFA was no later than December 31<sup>st</sup> 2022. I requested an extension until January 31<sup>st</sup> 2023 and was approved. Due to some difficulties with Quick Books the process was delayed.

On November 29<sup>th</sup> we continued our nutritional sessions with our residents on the importance of eating well and by doing so helps prevent various health issues. The presenter Jacqui Campbell is a nutritionist from the Hazardville Wellness Center in Enfield. We still have money from the original \$700 award from the East Windsor Community Fund for one more presentation.

Our application for \$500 was approved by the East Windsor Community Fund Program for funding to replenish our small Park Hill pantry. An assortment of pantry items such as nonperishable food and personal care items will be available for our residents if they are not able to get to the grocery store due to unforeseen circumstances such as bad weather or transportation issues.

Our First Selectman, Jason Bowsza will be joining us for Social Hour every other month to discuss with our Park Hill residents any pertinent news and updates. During his most recent visit on December 13<sup>th</sup>, Jason presented Laverne Calsetta with a Proclamation from the Town of East Windsor acknowledging her service as a Commissioner on the East Windsor Housing Authority Board. Laverne would like it to be hanged in the community hall.

**Other Matters:**

Parts are still on back order to complete the repairs needed due to the lightning strike on August 23<sup>rd</sup>. Our well water system and fire alarm system were damaged. Most of the repairs have been completed.

**Connecticut Investment Fund**

On Friday, December 9<sup>th</sup> I met 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. Mat Pugliese from (DECD) Department of Economic Community Development joined us to review the application and what the next steps need to be. The Housing Authority will be included in the application that the Town is completing.

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

I met with Dave Holmes on Wednesday 12/22 and reviewed some preliminary plans for the layout of the buildings on the 6 & 7 acres. I made some suggestions with the location of the buildings on the 7 acres. They were very scattered and thought they should be closer and more inclusive. Dave would like to attend our Board meeting in January and discuss the site plans. Once we have our initial plans, we can request a meeting with town officials to discuss zoning requirements and other relevant concerns in order to proceed with our development plans.

**Applying for 501 C 3 Status**

I continue to work with Barbara McGrath on the application for our non-profit. She will be giving me an update on the status of filing the IRS form 1023 before our Board meeting. I will give an update at that time.

**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 provided a quote that was submitted to Eversource. Eversource will contact me to discuss the next steps.

**Weatherization**

CT Energize is working with Eversource to conduct weatherization upgrades for residential properties. They reached out and asked if they could inspect and assess our apartments at no cost. They checked the hot water heaters, if there were any drafts from the windows and doors. Light bulbs were changed to LED lights and aerators were changed out if they were not working efficiently. We started off with nine apartments which were done last week. If more residents are interested in January, they will come back to continue the project. They will provide a full report once the assessment is complete.

We have two pending move outs.

Respectfully Submitted, Linda Collins, Executive Director