

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 15, 2023 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, S. Tripp and M. Wyse were present.

Commissioner Simmons made motion, 2nd by Commissioner Bowsza to go out of order and start with #13 – Unfinished Business – Dave Holmes. All in favor – motion approved.

13. UNFINISHED BUSINESS –

A. Dave Holmes – Update on feasibility study. Dave presented plans for development of the 6 & 7 acres including 13 Reservoir Rd. He feels it is time to have conversations with the Connecticut Housing Finance Authority, the Department of Housing and local & state officials.

Motion made and duly approved to go back in order.

2. MEETING MINUTES:

The minutes of the Regular Meeting of December 21, 2022 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2nd 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 New Base Rent to New Business as item A.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –

A. December 2022

B. January 2023

8. REPORT OF THE BOARD OF SELECTMEN – Jason Bowsza & Marie DeSousa

Jason mentioned it is budget time. Marie wanted everyone to know there is a public meeting tomorrow on the funding for Scout Hall and the Broad Brook Fire Department at 6:30 at the town hall.

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas

Jeanne mentioned that the Tenant Association will be holding another craft/bake sale in November. They will be meeting monthly to make crafts in preparation of the November event.

Hereto attached as Attachment A

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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 –

A. Policy#22-002 Holding Tank Maintenance. Linda presented a new policy #23-0001 Holding & Pressure Tank Maintenance to replace the existing with updated procedures.

Motion made by Commissioner Simmons and 2nd by Commissioner Tripp to rescind Policy#22-0002 and accept Policy#23-000. All in favor – motion passed.

14. NEW BUSINESS –

A. New Base Rent - Linda proposed having an additional base rent for new tenants. She would like to add \$600.00 as a new base rent. Commissioner Simmons made motion, 2nd by Commissioner Tripp to add \$600.00 as a base rent for new tenants. All in favor - motion passed.

15. PUBLIC COMMENT –

Maureen P. expressed support for the Scout Hall improvements.

16. SUGGESTION BOX – - None

17. EXECUTIVE SESSION –

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:55 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Tenant Association Meeting
1/26/2023

10 in attendance

Last month's meeting was cancelled as we had no topics to discuss.

- Fundraising
 - – discussion was had to discuss having a crafting and baking fundraiser in the fall. It was also suggested that we should consider doing another one in the spring. There will be a meeting on 2/6/2023 at 10am for continued discussion on this matter.
 - Also discussed starting the coffee hour and charging \$1.00 as a way to increase our coffers.
 - Other suggestions for fundraiser are requested.
- Laverne, Charlene, Maureen and Jeannie are going to make an appointment with the bank to change the mailing address to Laverne's and get a new signature card for her.
- Laverne announced the fundraiser we had in December earned us \$429.00 which will be added to the current bank balance of \$120.60. This will give us a new balance of \$549.60.

January meeting was closed at 10:55am.

Sincerely Submitted

Mary Wyse
Secretary

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Attachment B

**Resident Services Report
East Windsor Housing Authority
January 2023**

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.

Community Programs:

- Five Corner Cupboard: as of January 2023, open weekly on Tuesday.
- 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 Church, other times and locations posted on the Housing Authority community memo board.
- Covid booster vaccine for homebound scheduled through on-line DPH Homebound Intake Form.
- CT WiZ public portal to obtain Covid Vaccine replacement card or updated card.
- Flu vaccine scheduled through the North Central Health Department.
- Senior center January calendar posted to RSC community board/Dial-A-Ride information.
- January's community board "Take-It-Down and Read It" pamphlet: Healthy Eating for Older Adults (USDA-MyPlate).
- Medicare Data Breach—information disseminated.
- Covid 19 Test Kits—information disseminated on how to order/contact RSC for assist.
- Deterra medication disposal system. Kits provided to those who request during social hour, Meet and Greet.
- Live Well series sponsored by DPH, ADS, and NCAAA sign up information posted.
- Working to schedule final nutritionist programming with Greater Together Grant funding.

Upcoming Services and Future Events:

- 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 scheduled for January 30th—trivia activities and events encourage socialization and stimulates working memory promoting health and wellness.
- February is Heart Health Month: 28 Day Heart Health Challenge (NIH).
- Heart Health BINGO/Jeopardy activity to promote awareness.
- Scheduling nutritionist Jacqui Campbell with the final grant money awarded for nutritional education from the East Windsor Greater Together Community Fund.

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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 Advantage Open Enrollment January 1-March 31 information assist as a Choices Counselor.
- 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/recertification.
- 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:

NCLER webinar—Introduction: Integrated Care for Dual Eligibles (D-SNP) Medicare/Medicaid

1/4/2023 Nursing CUE’s (2): U.S. Department of Veteran’s Affairs

PACERS: Identifying and Assessing for Dementia

PACERS: Addressing Decision Making and Safety in Dementia

Continue with routine phone calls and home visits to check on residents, monthly memos disseminated to residents with current community information. Various community information is posted and updated to the memo board outside of the RSC office. Work with residents to meet their various needs and search out resources when necessary.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

January 17, 2023

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Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

January & February 2023

Management:

Jason Geel our accountant continues to work on our biennial audit. Another extension until February 28th was approved by CHFA. The problems with reconciling financials with Quick Books continue to be an issue. However, our fee accountant Gwen Burgess and Marisa have been able to make the necessary corrections and the audit is almost completed.

We'll be having one more nutritional presentation on February 28th with the remaining balance of the original award of \$700 from the East Windsor Community Fund for one more presentation. To continue having educational sessions regarding healthy eating habits, Carolyn our Resident Services Coordinator is scheduling additional presentations through the SNAP program. These are free and very informative.

I am pleased to announce that we have a new part time maintenance staff person, Ted Hartwig. His first day was Monday, February 13th. A "Meet & Greet" with the residents is scheduled for Tuesday, February 14th. We are happy to have him on board.

The annual rent recertification process is underway. This is the time of year when our residents need to provide verification for their income and assets to determine if there will be an increase or decrease in their rent for the upcoming fiscal year affective July 1st. In addition, they sign a new lease for one year.

Other Matters:

The repairs to the fire alarm panel that were needed as the result of the lightning strike on August 23rd have been completed. The parts to repair our second well are still not available. Aqua Pump is looking for other alternatives to make the necessary repairs.

Connecticut Investment Fund

The Community Municipal Investment Fund (CIF) application has been submitted to DECD for review. If approved, Park Hill and the 6 & 7 acres would qualify to have the option to tie in to the public water supply system. Many thanks to Jason our First Selectman and the Planning and Zoning Department taking the lead on completing the application.

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6&7 Acre Parcels/Feasibility Study

Dave Holmes will be attending our Board meeting to discuss the updated plans for the 6 & 7 acres.

Applying for 501 C 3 Status

Barbara McGrath forwarded to me the first draft of the 1023. I'll be reviewing it with her before the Board meeting. I will give an update at that time.

Projects:

HVAC mini splits

Eversource will have an update at the end of this week regarding the application for installing new mini splits through their Energize Connecticut program for multifamily apartment communities.

Weatherization

CT Energize is working with Eversource to conduct weatherization upgrades for residential properties. In January they assessed nine of our apartments and checked for water and 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. Eversource is working with CT Energize to extend the program. Several of our residents are interested in participating and having their apartments assessed.

As of March 1st we will be 100% occupied with no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director