

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 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.

2. MEETING MINUTES:

The minutes of the Regular Meeting of February 15, 2023 were reviewed by all Commissioners present. Commissioner Simmons made motion, 2nd by Commissioner Bowsza 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. February 2023

8. REPORT OF THE BOARD OF SELECTMEN –Marie DeSousa

Marie reported that the town will receive a 4 million dollar grant from the Community Investment Fund for Park Hill and School Hill water line extension, the Board of Ed is presenting their budget to the Board of Finance tonight, the Scout Hall project vote will be held on April 4th

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas

Jeanne reported that the Tenant Association met on March 13th to work on crafts for their upcoming craft fair.

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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES**

14. NEW BUSINESS –

A. Audit – Linda Collins present the completed audit to the commissioners. She reviewed the highlights from the audit.

B. Write-offs – Linda Collins presented write-offs to the board. The write-offs are for balances still due from residents that no longer live at Park Hill. Commissioner Tripp made motion to approve the write offs as presented. 2nd by Commissioner Simmons. All in favor, motion passed.

15. PUBLIC COMMENT –

Maureen P. expressed her concern of the amount of her electric bill.

16. SUGGESTION BOX – - None

17. EXECUTIVE SESSION – None

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:18 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES

Attachment A

Tenant Association Meeting 2/23/2023

Attendees - 5

- 2/28/2023 - Nutritional Education scheduled.
- David Holmes made a presentation to the Board of Commissioners concerning the property on Reservoir Avenue. There was discussion on Phase 1, 155 apartments and Phase 2, 161 apartments.
- The base rent rate on new tenants only will be going up to \$600.00.
- The crafting meeting has been moved to March 13th. We hope there will be great attendance for this meeting.

Respectfully submitted,

Mary L Wyse, Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES

Attachment B

Resident Services Report
East Windsor Housing Authority
March 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, movie night.
- Monthly tenant association meeting and monthly director's meeting.
- Meeting with First Selectman Jason Bowsza.

Community Programs:

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30.
- 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.
- Reviewing Mom's Meals (meal delivery service for Waiver Programs & Homecare Supports).----Was not aware of this program. Currently investigating for Waiver Program residents for qualifications.
- Vaccine scheduling when requested by residents.
- Senior center March calendar posted to RSC community board/Dial-A-Ride information.
- March community board "Take-It-Down and Read It" pamphlet: "Slam the Scam" March 9th, ---how to protect yourself from fraud/identity theft.
- AARP Tax Assistance at the Annex, East Windsor Social Services, Mondays with appointment.
- Deterra medication disposal system. Kits provided to those who request during social hour, Meet and Greet.
- Live Well series sponsored by DPH, ADS, NCAAA sign up information posted---March series Living with Chronic Conditions.
- Planning in place for Seniors Eating Well Series with UCONN extension program for SNAP-ed with nutritionist Angie Surowiecki. Programming will be opened to senior center participants.
- Planning phase for First Choice Dental Bus for late spring to Park Hill.

Upcoming Services and Future Events:

- Nutritionist Jacqui Campbell has been rescheduled to visit on Tuesday, March 21st with the final grant money awarded for nutritional education from the East Windsor Greater Together Community Fund. Topics of discussion will include low salt diets and cooking healthier choice meals using a microwave. Open to senior center participants.
- March is Sleep Awareness Month with educational information scheduled.
- March 28th is American Diabetes Alert Day with a pending educational activity in the planning

Services and Referrals:

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES

- 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 informational assistance.

- Energy Assistance program assistance as needed (paperwork retrieval/organization and submissions).
- Transportation assistance—Dial-A-Ride, insurance sponsored medical taxi’s, Nutmeg Senior Rides.
- Technology assistance—government cell phones activation/maintenance/program renewals.
- Affordable Connectivity Program—internet access/recertification. This program has not been a user-friendly program to apply into. Continue to work assertively on this.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Referrals made to EW Social Services and Five Corner Cupboard for services and supports.

Continuing Education:

- 2/28/2023 NIH: Network of the National Library of Medicine (NNLM)—“Dignity in Personal Care”. The focus is on the needs of older adults and adult disabled persons and how to access personal care needs and assist with personal care wellbeing.
- 2/17/2023 NCLER---“Legal Basics: Protecting Older Adults Against Fraudulent Schemes and Scams.”
- 2/10/2023 CDC—“Talking Points About Health Literacy.” Evidence based research focusing on the costs physical, financial and emotional of health literacy or better understood as our lack of literacy and understanding of the vocabulary and communication across healthcare settings.

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
March 14, 2023

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

March

2023

Management:

The 2021-2022 audit has been completed. There were no significant findings. I'll be discussing the report with the commissioners at our Board meeting under new business.

We had a "Meet & Greet" on Tuesday, February 14th for our new part time maintenance staff person, Ted Hartwig. Several of our residents were present and welcomed Ted to our Park Hill community. Refreshments were served.

Every two years the East Windsor First Selectmen's office offers a training on Sexual Harassment and Diversity and inclusion for the Town of East Windsor employees and Park Hill staff. Trainings are scheduled for Wednesday, March 8th and Thursday, March 16th. I attended the training on March 8th and I found it very informative. Since we do operate under the guidance of the State of CT all Park Hill employees are required to attend these sessions every two years.

The annual rent recertification process is winding down. Most of our residents have complied and recertified. Letters were sent to residents to those who have not and were reminded that if they wanted to continue to reside at Park Hill they need to recertify. All but two have scheduled appointments.

I have begun working on the 2023-2024 CHFA budget due April 30th and effective July 1st 2023. I will have it prepared and ready to be reviewed for our April Board meeting.

Other Matters:

Aqua Pump is anticipating that the parts for completing the repairs on well #2 will be available in April. This issue is due to the lightning strike on August 23rd 2023.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 15, 2023 MINUTES

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. The selection committee needed additional information and clarification regarding the original application that was submitted. A decision on whether our application was approved or not should be available soon.

6&7 Acre Parcels/Feasibility Study

Dave Holmes has offered to meet with us prior to our Board meeting on March 15th to once again present updated site plans for the 6 & 7 acres.

Applying for 501 C 3 Status

I have been working with Barbara McGrath on finalizing the completion of the IRS form 1023. Included in this process is the proposed three-year budget for our non-profit the "Housing Corporation of East Windsor". The budget has been completed and Barbara will be submitting form 1023 to the IRS along with all the backup documentation.

Projects:

HVAC mini splits

Dana Forrester from the Eversource Multi Family Initiative Program has contacted me to discuss the next steps for completing the application to replace our mini splits. He needed information to justify the need to replace the units. They are at approximately 12 years old and at least 11 have had extensive repairs. Four units have been totally and replaced. In the meantime, Nutmeg Mechanical is researching if there is a rebate program available through Eversource should we need to replace any units soon.

Weatherization

I have been in touch with the CT Energize program for an update on whether additional weatherization assessments for our apartments will be available. The state and federal funds for this program are pending. Several of our residents are interested

We have two vacancies and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director