

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
APRIL 19, 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 March 15, 2023 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.

The minutes of the Special Meeting of March 15, 2023 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Simmons to approve the minutes with the correction to read” ...to spend up to \$2,000.00 to hire JR Russo for pre-development work”. All in favor –motion passed.

**3. ADDED AGENDA ITEMS** – Motion made and duly approved to add Sexual Harassment Policy to #11 Policies and Procedures as item A and to go into Executive Session.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS** –  
A. March 2023

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

**9. REPORT OF THE TENANT ASSOCIATION** – None

**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 –

Linda discussed the bids she received to replace the CO/Smoke Alarm devices. Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Wyse to accept the bid submitted by Hartford Sprinkler for the replacement of the Co/Smoke Alarm devices. All in favor – motion passed.

**12. POLICIES AND PROCEDURE** –

A. Sexual Harassment Policy: Executive Director Linda Collins presented a new policy to the commissioner for review. The commissioner would like a couple of changes made. It will be reviewed next month.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**APRIL 19, 2023 MINUTES**

---

**14. NEW BUSINESS –**

A. Annual Calendar of Commission Meetings –

Commissioner Wyse made motion, 2<sup>nd</sup> by Commissioner Tripp to accept the meeting dates for 2024 with the change for June. The meeting for June will be held on the 3<sup>rd</sup> Monday, June 17<sup>th</sup>.

All in favor – motion passed.

B. Election of Officers –

Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Bowsza to leave the commissioners as they currently are:

J. Burnham – Chair, M. Wyse – Vice-Chair, M. Simmons – Secretary, A. Bowsza – Treasurer, and S. Tripp Assistant Treasurer.

All in favor – motion passed.

**15. PUBLIC COMMENT –**

Laverne C. asked why the police don't have a key and they have to break down a door when they show up before the fire department.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION –**

A. Pursuant to C.G.S. Sec. 1-200 (6) (E) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.

Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Bowsza to go in to executive session at 7:22pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 7:35pm. No decisions were made in Executive Session.

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:37 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
APRIL 19, 2023 MINUTES**

---

**Attachment A**

**Resident Services Report  
East Windsor Housing Authority  
April 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.
- Hair cut with Pam scheduled for April.

**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.
- Senior center April calendar posted to RSC community board/Dial-A-Ride information.
- April community board "Take-It-Down and Read It" pamphlet: Activity and Aging.
- AARP Tax Assistance at the Annex, East Windsor Social Services, Mondays with appointment.
- Deterra medication disposal system. Available to residents to dispose of outdated medications safely.
- Live Well series sponsored by DPH, ADS, NCAAA sign up information posted---April series Living with Chronic Conditions.
- Meet and Greet scheduled for residents to come together to discuss community programs. A welcome packet is provided to new residents with community based information and made available to residents.

**Upcoming Services and Future Events:**

- UCONN extension program, SNAP-education will be providing a four part series beginning April 21<sup>st</sup> for aging and nutrition.
- April 29<sup>th</sup> is National Rx Take Back Drugs Day. A program discussing the safety concerns of unused and expired medications in the home will be discussed and Deterra disposal kits will be available.
- Working on scheduling the Mobile Dental Clinic.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**APRIL 19, 2023 MINUTES**

---

**Services and Referrals:**

- DSS application assistance for SNAP renewals and applications, MSP, “Spend-Downs”, Medicaid.
- Home Care for Elders Program (application and paperwork assistance)/communicating with DSS and CCCI caseworkers when needed to expedite programming.
- Energy Assistance program assistance as needed (paperwork retrieval/organization and submissions).
- Renter’s Rebate program assistance as needed (paperwork retrieval/organization and submissions).
- Transportation assistance—scheduling and coordinating medical appointments with transportation services.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access.
- 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:**

- 3/14/2023 Health Literacy Basics for Health Professionals: How to break down the barriers between medical terminology and treating persons as the whole person.
- 3/31/2021 AARP: Livability 2023: Our Changing Landscape—Discussing programming availabilities for older adults to age within their communities. Discussion topics included furthering education as we age, technology supports, dialogue and communication supports with healthcare professions—what is our responsibility as we age.

March has been exceptionally busy assisting residents with energy assistance documentation and ensuring all necessary paperwork is included in time for scheduled appointments with East Windsor Social Services. Additionally, a shelving unit has been installed in the RSC office and non-perishable foods and other necessities have been stocked with the monetary funds from the Greater Together Grant. Thus far, the emergency pantry has been used on three occasions to assist residents with meeting their food emergency.

Respectfully Submitted,  
Carolyn Kita  
Resident Services Coordinator  
April 17, 2023

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
APRIL 19, 2023 MINUTES**

---

**Attachment B**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**April 2023**

**Management:**

I have requested an extension for submitting the 2023-2024 CHFA budget which is typically due April 30<sup>th</sup>. Part of the budget process is to project the year end totals by using the third quarter financials. To get accurate projections all March invoices need to be paid and entered. Sometimes this does not happen timely depending on when we receive the bills. The extension was approved until May 31<sup>st</sup>. I'll have the budget prepared for our next Board meeting in May for the Commissioners approval.

Applications for the upcoming Community Development Block Grant Program (CDBG) is now in progress. This program is administered by the Department of Housing. Municipalities such as East Windsor apply on behalf of residents of their community including projects associated with Housing Authorities. Jason Bowsza, our First Selectman suggested I attend the Board of Selectmen meeting held on April 6<sup>th</sup> to request their support for any projects that we would be interested in applying for under this program. Projects are limited to existing housing portfolios not new construction. My proposed upgrades include new siding on the apartment buildings, replace our mini splits and upgrade our 8 accessible units. The Board of Selectmen approved to proceed with the application. Many thanks to all the Selectmen. Request for Proposals from consultants interested in working with us to complete the CDBG application are due Friday, April 21<sup>st</sup>. The bid opening will be at 12:15pm. CHFA is also offering additional funds to work in conjunction with DOH once an application is approved.

**Other Matters:**

More than half of our co/smoke alarm devices need to be replaced due to them expiring. The fire alarm system is five years old and these devices that need to be replaced have a five-year life span. I have three quotes that I will share with the Commissioners at our next Board meeting.

**Connecticut Investment Fund**

The State Bonding Commission approved the \$99 million dollars in state funding for grants under the Community Municipal Investment Fund (CIF). Park Hill and 31 other East Windsor residents will benefit from the \$4,000,000 allocated to extend the public water line along Windsorville and Old Ellington Road. Future development(s) on the 6&7 acres will also benefit from the extended water lines.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
APRIL 19, 2023 MINUTES**

---

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

At our last Special Board meeting with Dave Holmes on March 15<sup>th</sup> it was decided that he would contact an architectural firm to work on updated site plans for the 6 & 7 acres. I'll have more information at our next Board meeting on April 19<sup>th</sup>.

**Applying for 501 C 3 Status**

I am anticipating that I will have an update on the 501c3 application at our next Board meeting on April 19<sup>th</sup>.

**Projects:**

**HVAC mini splits**

The application for replacing our mini splits through the Multi Family Initiative Program is still pending. in the meantime, I'm including this project in the CDBG application as well.

**Weatherization**

Technicians from the Eversource CT Energize program have started to weatherize the remainder of our apartments. Beginning Monday April 17<sup>th</sup>, they are completing approximately 10 apartments a day for the next 10 days to complete the remaining 76 apartments. Our residents are enthusiastic about this program since they pay for their own utilities and are looking forward to saving money on their electric bills.

We have one vacancy and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director