

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JULY 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 June 21, 2023 were reviewed by all Commissioners present. Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Tripp to approve the minutes as presented. All in favor –Motion carried.

**3. ADDED AGENDA ITEMS** - Motion made and duly approved to add September 2023 meeting to New Business as item A.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS –**

- A. June 2023
- B. 2023 Year End
- C. EWA 2023/2024 Budget

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

**9. REPORT OF THE TENANT ASSOCIATION** –Jeanne Swicklas, President  
Hereto attached as Attachment A

**10. REPORT OF THE RSC**

- A. Monthly Report - Hereto attached as Attachment B
- B. Year End Report – Hereto attached as Attachment C

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

Commissioner Tripp made motion, 2<sup>nd</sup> by Commissioner Simmons to accept the bid of \$4200.00 to power wash the buildings.  
All in favor –Motion carried.

**12. POLICIES AND PROCEDURE** - None

**13. UNFINISHED BUSINESS** – None

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

---

**14. NEW BUSINESS –**

A. September 2023 – Executive Director Linda Collins shared that Assistant ED Marisa Prior would be on vacation at the time of our September meeting and would like to cancel the meeting. Commissioner Simmons made motion, 2<sup>nd</sup> by Commissioner Wyse to cancel the September 2023 meeting.

**15. PUBLIC COMMENT**

Maureen P. asked if the town has plans to have a company available for a day to shred documents for East Windsor residents. Executive Director Linda Collins will look into it.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – None**

**18. ADJOURNMENT -**

Motion made and duly approved to adjourn at 7:15 pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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

---

**Attachment A**

Tennant Association Meeting  
June 29, 2023

The meeting was called to order at 10:34 – 10:45. 5 members in attendance.

- Jeannie shared that David Holmes came and showed the design for new building.
- The decision was made to combine our monthly ladies' luncheon with the Queen Bee meeting on July 28th. We will be going to Yankee Candle and Butterfly Place with a luncheon at a nearby restaurant.

Sincerely Submitted,  
Mary Wyse, Secretary

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

---

**Attachment B**

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

**Resident Activities:**

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Friday evening games and Sunday Wii bowling, movies.
- Monthly tenant association meeting and monthly director's meeting.

**Community Programs:**

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30.
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Soup Kitchen with Wednesday and Thursday Grab N Go lunch at 12:30.
- Foodshare bi-monthly distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Senior center July calendar posted to RSC community board/Dial-A-Ride information.
- July community board at RSC's office "Take-It-Down and Read It: AgingCare.com Summer Heat Precautions for Seniors
- Deterra medication disposal system. Available to residents to dispose of outdated medications safely.
- Live Well series sponsored by DPH, ADS, NCAAAA sign up information: Live Well With Diabetes Telephonic Workshops posted July August.

**Upcoming Services and Future Events:**

- Monthly Meet and Greet—Review community programs with new tenants and current residents interested in refreshing their awareness of community services.
- Working to schedule First Choice Dental Bus for summer and possibly Medical Bus. looking for feedback from residents of need.
- Working to schedule a guest speaker from Hartford Healthcare Senior Services.
- East Windsor Senior Center to visit showcasing their services, Meals on Wheels, and Transportation.
- July Hot Weather Bingo. An informational Bingo on heat related illnesses and prevention in older adults.
- August 2<sup>nd</sup> National Ice Cream Day—A cool treat to for residents to join in the community hall for conversation and ice cream.

**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 CCC (formerly CCCI) caseworkers when needed to expedite programming.
- Renter's Rebate program assistance as needed (paperwork retrieval/organization and submissions)/communicate with East Windsor Social Services.
- Transportation assistance—scheduling and coordinating medical appointments /vaccine appointments with transportation services.
- Assistance with coordinating medical appointments and doctor referrals.
- Assist with calls to Medicare and insurance companies (Advantage Plans) to determine benefits.

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

---

- 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:**

- July 3<sup>rd</sup> AARP programming on Walkability and Accessibility for Older Adults in their community. Discussions included accessibility for older adults as this population on average outlives their driver ability by 7-10 years, walkability pairs with inclusivity of our communities.
- July 11<sup>th</sup> NCLER Medicaid 101 training.

Working with East Windsor Social Services to ensure residents are registered for the Renter's Rebate program, deadline September 29<sup>th</sup>. Assisting residents to update their personal information with the Department of Social Services and Social Security to ensure they receive notices and uninterrupted services with benefits. Currently reviewing the survey forwarded to residents of potential programming. Twelve surveys have been returned with an interest on homecare needs, exercise and nutrition programs, East Windsor community programs, and Mobile Dental bus. I am currently working to get these programs of interest to the Park Hill community.

Respectfully Submitted,

Carolyn Kita  
Resident Services Coordinator  
July 18<sup>th</sup>, 2023

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

---

**Attachment C**

**ANNUAL RSC REPORT  
Year Ending June 30, 2023**

**Resident Services Coordinator Program**

East Windsor Housing Authority

Number of Units 84

Table 1 – Client Status by Housing Development

Columns	A	B	C	D	E	F
Type of Activities	1st qtr.	2nd qtr.	3rd qtr.	4th qtr.	Total	
<b>A. # Residents Reported at End of Last Quarter</b>	89	87	85	83		
# Transferred to Congregate Housing	0	0	0	0	0	
# Transferred to Assisted Living	0	1	0	0	1	
# Transferred to Nursing Home	2	0	0	0	2	
# Transferred to Hospice	0	0	0	0	0	
# Transferred to Other	0	1	0	0	1	
# Transferred to Hospital	0	0	0	0	0	
# Deceased	0	1	4	3	8	
# No Longer Needing Services (permanently out)	0	1	2	1	4	
Total subtracted from A. above	2	4	6	4	16	
Residents/Clients Remaining	87	83	79	79		
<b>B. # of New Residents/Clients:</b>	2	2	4	3	11	
# Screened/Evaluated (Exhibit B)	4	2	4	2	12	
This Quarter						
# Requiring Services This Quarter	2	2	2	0	6	
Total New Residents/Clients added to A. above	2	2	2	3	9	
Total # of New Residents/Clients (A & B)	89	85	83	82		
<b>C. Types of Services Referred or Provided</b>						
Homemaker	1	1	1	0	3	
Home Health Aide	4	2	3	2	11	
Monthly Health Screening: Blood Pressure/02 Sat	2	1	2	4	9	
Community Meals (# of Meals on Wheels)/Congregate Meals	652	610	602	638	2502	
Transportation Services (# of Dial-A-Ride)	369	363	324	360	1416	
<b>Public Assistance Programs:</b>						

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

DSS Paperwork: Notices, Passive Renewals, Etc	7	17	12	18	54
SNAP (Supplemental Nutrition Assistance Program) Referrals	10	21	17	15	63
Renter's Rebate Assistance	11	NA	12	6	29
Energy Assistance	1	8	27	24	60
DSS Ct Home Care Program	5	3	4	7	19
Adult Day Care	1	0	0	0	1
Assurance Wireless Safe Link phone	3	5	3	3	14
Protective Services/Conservator	2	2	4	6	14
Substance Abuse Services	0	0	0	0	0
First Choice Mobile Dental Bus	7	NA	NA	NA	7
Mental Health Services/Support Group	2	1	2	5	10
Mediation/Facilitation Services	2	1	0	2	5
Legal Services /Tax Assistance	2	2	3	2	9
Medicare/Health Insurance	11	17	21	14	63
File of Life Distribution	6	3	5	7	21
Money Management	2	2	2	2	8
Relocation Planning	0	0	0	0	0
SNAP-ed education series	NA	NA	NA	17	17
Affordable Connectivity Program (ACP)	3	2	3	1	9
Covid Vaccine Booster Scheduling	1	3	1	1	6
East Windsor Community Wellness Association Equip Req.	3	2	1	2	8
<b>Socialization/Recreation provided as listed below:</b>					
Monthly Meet & Greet (Community Resources Packet)	12	18	13	14	57
Tenant Association Social Hour	23	26	33	30	112
Wellness Checks – In-home visits and phone check ins	92	87	79	67	325
Haircuts with Pam	7	12	6	9	34
July East Windsor Police Dog "Mylo" educational visit 7/22/22	16	NA	NA	NA	16
August National Ice Cream Sandwich Day Celebration 8/2/22	15	NA	NA	NA	15
September American Red Cross Disaster Preparedness 9/13/22	17	NA	NA	NA	17
September Elder Law Event—Ellington Senior Center 9/22/22	5	NA	NA	NA	5
September Fall Risk Awareness Jeopardy 9/22/22	4	NA	NA	NA	4
October National Coffee with a Cop Day 10/5/2022	NA	9	NA	NA	9
October Health Eating Presentation EWGTCF	NA	13	NA	NA	13
October Emotional Awareness BINGO	NA	15	NA	NA	15
October Medicare Open Enrollment Informational Meeting	NA	7	NA	NA	7
Tenant Association Halloween Party	NA	25	NA	NA	25
November Medicare Open Enrollment Informational Meeting	NA	12	NA	NA	12

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

November Veteran's Day veteran recognition coffee hour	NA	16	NA	NA	16
November National Ice Cream Sundae Day	NA	18	NA	NA	18
December Housing Authority Holiday Luncheon	NA	70	NA	NA	70
December Antibiotic Awareness BINGO	NA	15	NA	NA	15
December Tenant Association Holiday Party	NA	25	NA	NA	25
January National Trivia Month	NA	NA	8	NA	8
January Document Shred Day	NA	NA	2	NA	2
January February Eating Healthy Presentations EWGTCF	NA	NA	14	NA	14
February Heart Health Bingo	NA	NA	9	NA	9
April Drug Awareness and Medication Disposal Program	NA	NA	NA	2	2
May Ice Cream Social	NA	NA	NA	22	22
June Annual Picnic 6/9	NA	NA	NA	40	40
Grant Funded Nutritionist	NA	6	14	NA	20
Corn Hole Community Hall	32	22	28	0	82
Cards & Game Night Community Hall	36	36	36	32	140
Bi_Monthly Resident Bingo Community Hall	60	56	50	47	213
Wii Bowling Community Hall	22	22	22	22	88
Monthly Tenant Assoc. Meeting Community Hall	26	26	24	24	100
Monthly Director's Meeting Community Hall	26	26	24	24	100
Creation, Publication & Distribution Monthly Calendar	252	252	252	252	1008
Distribution of Welcome Packets	11	4	1	12	28

Instructions:

- Columns B, C, and D – indicate the number of residents/clients by housing development
- Column E – indicate the total number of residents for all housing site covered by this grant
- Use “N/A”, when a category is not applicable
- Use “0”, when category is applicable but no activity occurred in the quarter

Table 2 – RSC's Allocation of Time by Functions

<b>Functions</b>	<i>Time Allocation - %</i>				
Evaluating residents	8	10	15	10	
Developing a case of file residents	2	4	2	4	
Establishing linkages with service agencies	15	14	20	15	
Referring residents to services	15	20	20	15	
Providing direct service	30	22	18	30	
Educating residents about rights, entitlement programs, etc.	10	10	15	15	
Educating management staff	6	4	1	5	
Staff and Board Meetings	4	2	1	1	
Reporting	2	2	3	1	
Mediation/Conflict Resolution	3	3	1	1	
Other – Monthly Programs Calendar	5	9	4	3	



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

TOTAL	100%	100%	100%	100%	

**Attachment D**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**July 2023**

**Management:**

The funding for the Resident Services Position was approved by the Department of Economic Community Development for this upcoming fiscal year beginning July 1<sup>st</sup> 2023 through June 30<sup>th</sup> 2024. The total amount is \$17,920.

Our residents have expressed concerns regarding vehicles speeding through Park Hill. Chief Carl and his department will be working on a solution to assist with resolving with this issue. The initial plan is to install speed traps and randomly have cruisers parked to monitor the traffic driving through Park Hill. Once an assessment is complete based on these strategies, we'll discuss the results.

I've contacted our current company who services our security cameras to get a quote to add another camera on the third level. There have been concerns with unauthorized visitors and parking disputes. Adding additional cameras will be beneficial to the peace of mind of our residents and the ability for management to monitor the security of Park Hill.

**Other Matters:**

**Connecticut Investment Fund**

On Friday July 7<sup>th</sup> Senator Blumenthal had a press conference on Elaine Drive in Broad Brook to recognize the efforts of the Community Investment Fund to support the funding in the amount of 4 million dollars to expand the public water lines to the Elaine Drive community experiencing well water issues and to add much needed fire hydrants to Park Hill. The expansion of the water lines will also benefit the development of the 6&7 acres. State Representative Jamie Foster also attended and expressed her thanks to the Community Investment Fund

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

---

and Senator Blumenthal for his hard work to make this project a reality. The Connecticut Water Department was also recognized for their contribution to assess the infrastructure to resolve this issue. I expressed my gratitude to Senator Blumenthal, Representative Jamie Foster and First Selectmen Jason Bowsza for supporting this effort. Our Park Hill residents Jeannie Swicklas, President of the Tenant Association and Maureen Previti also spoke about the benefits of extending the water lines to Park Hill.

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

During the last few weeks, surveyors from JR Russo and Associates have been taking measurements of the 6&7 acres. I anticipate that the updated site plans will be available within the next few weeks.

**Projects:**

**Unit Turnovers**

Our maintenance staff has been primarily working on five vacant units. We had to hire a temporary worker to help with painting and cleaning to get the units completed timely. Maintenance has also been busy mowing which has been weekly due to all the rain. Typically, during this time of year, it is much drier and mowing is only necessary every other week. Work orders continue to get completed. Marisa is working diligently with getting the apartments rented.

**Power Washing**

Due to the unexpected amount of unit turnovers, maintenance has not had an opportunity to power wash the buildings. Since it's been almost two years, the buildup of mildew is getting worse particularly with this excessive rain. I'll review with the Commissioners proposals that I received from contractors to professionally power wash the buildings at our next Board meeting.

**Vacancies**

Currently we have 3 vacancies and no pending move outs

Respectfully Submitted,

Linda Collins

Executive Director