

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
March 8, 2024**

The Regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on March 8, 2024. The meeting was called to order by Chairman Cheryl Cook at 8:03 a.m. In attendance were, Vice-Chairperson Sandra Fleet, Commissioners, Pradeep Bajaj, Deb Clifford, Joyce McKusick, Executive Director Christine Winters and Housing Administrator, Lori Lubetkin. Curtis Looney, BOS Liaison, was excused.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

Andrew St. Onge, Assistant Vice President and Branch Manager, provided a proposal from NorthWest Community Bank. Chairman Cook make a motion to initiate a transition plan from Liberty Bank to NorthWest Community Bank to be completed by June 30, 2024, seconded by Commissioner Clifford. All voted in favor, motion carried.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the February Board Meeting were reviewed by the Board. Vice-Chair Fleet made a motion to accept the minutes, seconded by Commissioner McKusick. All voted in favor, motion carried.

**BOARD OF SELECTMAN LIAISON REPORT**

In the absence of the BOS Liaison, Chairman Cook notified the Board that Amber Abbuhl was approved by the Democratic Committee and will be appointed to our Board of Commissioner's at the next Board of Selectman meeting scheduled for Monday March 11, 2024.

**RESIDENT COMMISSIONER REPORT**

Commissioner McKusick reported that everyone is feeling better and all are happy.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies. We are also waiting for the final Audit for 2022. The Auditing firm should be starting on the 2023 very soon.

- Judge Tancredi will be coming in April for his presentation on senior scams.
- We had a "Valentines Brunch" that was a big success. We had two chefs making fresh waffles and omelets to order. Everyone said what a nice time they had.
- Nancy is started "Traditional" Bingo again and thirteen residents attended.
- Resident Council is scheduled to meet on March 13<sup>th</sup>.
- The Garden Club met on February 29<sup>th</sup>. They are excited about the Eagle Scout project and having more room to grow more produce!

The Assisted Living is providing services to 53% of occupancy.

**COVID –**

We had two cases of COVID. Both residents have recovered. We also keeping a close eye on the Norovirus as that seems to be quite present.

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**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies. As of February 29<sup>th</sup>, there were five vacant units at the Dr. Owen L. Murphy Apartments. One resident moved into the unit that was temporary housing this month and another will need a rehab.

As of February 29<sup>th</sup>, there were two vacant units at the Virginia Connolly Residence. One resident passed away in February.

**COMMUNICATIONS**

No Communications

**RESIDENT ISSUES/CORRESPONDENCE**

The restoration work began on December 13 2023 for the fire unit. We met with the electrician to discuss replacing the alarm system in the courtyard. They also have to get approval from the Fire Marshall. We are also seeking funding from CHFA for replacement for the entire DOLMA property. They stated we would have to use some of our RM & R monies first and then they would provide the remaining. They allow \$1,000 per unit, which is not sufficient, considering we just rehabbed a unit in the range of \$10,000 - \$11,000. We still have to pay for repairs to the fire unit less our deductible and the insurance company has a "Hold Back" until all repairs are completed. Keeping in mind, that there is still six months left in the year. This will be a discussion with our Asset Manager.

**NEW BUSINESS**

We will be hosting a training from Trauma Services at the Virginia Connolly Residence. This includes staff from town agencies. There are twenty-two signed up for the training.

We are proposing a rent increase at both properties. At VCR we have done a Congregate increase in the past two years, however we need to do a "Base Rent" increase as well as a Congregate due to the increase in costs of services. There will be a resident meeting at VCR on March 8<sup>th</sup> at 10:00 am. Chairman Cook made a motion to increase the Base Rent and The Congregate Rent at VCR at least \$50.00 each for a total of \$100. Commissioner Clifford seconded the motion. All voted in favor, motion carried.

At DOLMA, we have not had a "Base Rent" increase in two years. There will be a resident meeting at DOLMA on March 8<sup>th</sup> at 11:00 am. Chairman Cook made a motion to increase the Base Rent at least \$40.00, Commissioner Clifford seconded the motion. All voted in favor, motion carried.

We did receive a quote from Onsite-Insite for a CNA for \$11,700.00 (Includes a discount since they have performed one here before) for both properties. They did provide the last one that was done in 2013. Half would be due upon signing the agreement. They are currently scheduling in May 2024. Commissioner Clifford made a motion to authorize the Executive Director to pay the deposit to Onsite-Insite to perform the CNA, seconded by Commissioner McKusick. All voted in favor, motion carried.

There was an issue with a sewer blockage at DOLMA in one court yard over the weekend. Then it was two court yards...the sewer company came out was able to fix it by Monday evening, March 4<sup>th</sup> and said it was a two-foot blockage!

A resident's vehicle was stolen out of the parking lot at DOLMA. It has since been recovered.

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**NEW BUSINESS CONT'D**

We had asked the Town Building Inspector to write a statement that the roof at VCR is beyond its useful life and could benefit VCR to be replaced. The Inspector declined to make a statement, therefore we will have to hire an engineer or someone to provide us with a letter stating such before we can seek grant monies for that replacement.

**Other Business**

I had contacted the contractor regarding the site lighting and because the quote was over a year old, the price increase slightly. Discussion ensued and all agreed, that we will still move forward with the project. Commissioner McKusick made a motion to move forward with the site lighting, seconded by Vice-Chair Fleet. All voted in favor, motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Vice-Chair Fleet and seconded by Commissioner McKusick, to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:50 a.m.

Respectfully Submitted by,

Christine Winters  
Executive Director/Secretary