

From: Susan Mazurski December 18, 2008 10:57:24 AM  
Subject: Housing Authority Minutes 11/13/2008 FINAL  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
Monthly Meeting – November 13, 2008

The monthly meeting of the Housing Authority of the Town of Simsbury was held at 1600 Hopmeadow Street, Simsbury, Connecticut on Thursday, November 13, 2008. The meeting was called to order by the Chairman at 7:10 PM. Commissioners Pasquenza, Cote, Howland, and Eddins were present. Also present was Lorraine Cianfarani, Executive Director.

BILLS AND COMMUNICATIONS

All bills submitted for payment were approved. Lorraine read two communications.

MINUTES OF PREVIOUS MEETING

Commissioner Cote made a motion that the minutes of the October meeting be accepted. Commissioner Howland seconded the motion and the minutes were approved.

REPORT OF RENTAL INCOME & MONTHLY MANAGEMENT REPORT

-The Monthly Management Report was distributed to the Commissioners for their review.

Income for the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence for the month of October was as follows:

Dr. Owen L. Murphy Apartments

Rent:	\$18,035.00
RAP:	1, 520.00
Vac. Loss:	111.00

There is a waiting list of twenty-one (21) singles for efficiency units, and zero (0) couples for a one bedroom unit.

#### Virginia Connolly Residence

Rent: \$10,752.00

RAP: 2,928.00

Services: 17,391.00

Vac. Loss: 720.00

There is a waiting list of three (3) for VCR units.

Inquiries and application requests continue to be active, with two (2) showings and ten (10) application requests for Murphy, and four (4) showings and seven (7) application requests for Connolly.

#### ADVERTISING

-Lorraine reported that she continues to submit ads on a weekly basis to SCTV Headline News but that she has cut back on newspaper advertising due to budget. She has sent eighteen (18) letters and brochures to private assisted living facilities within a twenty-five (25) mile radius, including a few in Massachusetts, to let them know that there is an alternative for their residents who might be unable to continue living in these facilities due to finances. She will be sending letters and brochures to area churches, nursing homes, and organizations as a means of advertising. It was also suggested that she do a small ad for church bulletins/newsletters.

#### MURPHY APARTMENTS

-Lorraine reported that the tree trimming was completed.

-The minutes of the October Resident Meeting were distributed to the Commissioners for their review.

-The calendars and newsletters for November were distributed to the Commissioners.

#### VIRGINIA CONNOLLY RESIDENCE

-Lorraine reported that effective midnight, Saturday, November 15, 2008 Hebrew Home will officially take over the Assisted Living Program. The new nurse is very pleasant and the staff and residents like her very much. The

aides from Utopia have been hired by Hebrew Home which will make the transition easier for the residents.

-The minutes of the October Tenant Council Meeting were distributed to the Commissioners for their review.

-The calendars and newsletters for November were distributed to the Commissioners.

-Lorraine reported that a surprise fire drill was to take place on Friday, November 7. However, when the Fire Marshal arrived it was raining and he suggested that we reschedule because he wants to do an actual evacuation and if we allow the residents to stay inside the building because it is raining, that would send the wrong message to the residents. He and Nancy have scheduled another surprise fire drill along with a rain date. Lorraine also distributed the Fire Evacuation Plan written for the staff for the Commissioners to review. She also informed the Commissioners that signs will be purchased for outside the elevators showing that the elevators are not to be used if there is a fire. It was suggested that hotel-style plaques be purchased for each apartment showing the location of the apartment in relation to the emergency exit.

#### OLD BUSINESS

-The Commission reviewed the Action Items and Goals and Objectives from the previous meeting, removed all completed items and added new items. The following action items were discussed:

- Lorraine reported that she and Commissioner Howland have a meeting with Mark Hopper and Steve Therault from Schoenhardt Associates on Monday, November 24 to review plans for the Long Range Plan.
  - Commissioner Howland reported that there had been a Contractor's Walk-thru on Wednesday, November 12 for contractors interested in bidding on the Small Cities Grant project. Lorraine reported that approximately fifteen (15) contractors attended the walk-thru. Commissioner Howland also reviewed the Small Cities projects for the new Commissioner.
- Lorraine reported that the Vial-of-Life form has been finalized and that Commissioner Howland has completed a database for the form. It has been installed on Nancy's computer and Nancy is now in the process of completing the Vial-of-Life project.

#### NEW BUSINESS

-The Commissioners have concluded that clerical help is needed in the office. It was suggested that an ad be run in the Yankee Flyer seeking part time clerical help for twenty (20) hours per week.

There being no further business, the meeting adjourned at 9:20 PM and the Commissioners entered into Executive Session.

It was noted that our next meeting is scheduled for Thursday, December 11,  
2008 at  
7:00 PM.

Respectfully Submitted,

Lorraine Cianfarani  
Secretary