

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
January 13, 2023  
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 13, 2023. The meeting was called to order by Chairperson Cheryl Cook at 8:03 a.m. In attendance were, Commissioners, Sandra Fleet, Joyce McKusick, Oliver Dickens, Housing Administrator, Lori Lubetkin, Executive Director Christine Winters, and Board of Selectman Liaison, Amber Abbuhl. Commissioner Clifford was absent.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

No one from the public attended this meeting.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the December 9, 2022 Regular Meeting were reviewed by the Board. Commissioner McKusick made a motion to accept the minutes seconded by Vice-Chair Sandra Fleet. All voted in favor, motion carried.

**BOARD OF SELECTMAN LIAISON REPORT**

Liaison Abbuhl spoke about a hearing on Cannabis sales in the town.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies, COVID, and preparing for the new fiscal year. We will start allowing visitors again on January 15, 2023. Visitors will be restricted to resident apartments only. Activities are still on hold. Ed LaMontagne will be coming in once a week while I am out on medical leave. I have reached out to the Auditors to find out when they will be able to begin the audit for last year. I have not heard back as of yet. There will be a Valentine's celebration on Tuesday, February 14, 2023 and all are invited.

**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies. As of December 31<sup>st</sup>, there were four vacant units at the Dr. Owen L. Murphy Apartments.

As of December 31<sup>st</sup>, there were six vacant units at the Virginia Connolly Residence with one new resident moving in January.

**ESTABLISHING A 501(c)3**

There is no update at this time.

**COMMUNICATIONS**

There were no communications at this time.

**NEW BUSINESS**

Chairperson Cook stated that the website was outdated. Executive Director Winters asked what was outdated as she does post on the website monthly with the minutes and agendas. Apparently, the list of dates for the Board Meetings were not updated and the website address was incorrect. Executive Director Winters said she would look at it and make any updates.

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**Other Business**

Chairperson Cook met with the Town Manager and “cleared up” any outstanding issues regarding the “Title Search” on our property. There was a question regarding a Trademark Name and an expiring Deed Restriction. I had contacted the State, to find out the "Use Restriction" is in regards for "Home" or CDBG Grant monies for Rehab, that was received by the Housing Authority and for accepting the money in December 2007. Not the property "At Large".

Chairperson Cook made a motion to make a provision, if needed, to allow for an emergency vote electronically while the Executive Director is unable to attend in person while on medical leave. Commissioner McKusick seconded the motion. All in favor, motion carried.

There was a discussion regarding a path to the church where Cheese Day is held. A few residents do go through the woods to get to the Church, however, most drive or take Dial-A-Ride. It was discussed about paving a path for easier accessibility. There also was discussion that making a path also makes it easier for people to cut through the property that are not residents and the potential liability for maintenance, etc.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by commissioner Dickens, seconded by Vice-Chair Sandra Fleet to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:47 a.m.

Respectfully Submitted by,

Christine Winters  
Executive Director/Secretary