

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

The Regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 13, 2023. The meeting was called to order by Chairperson Cheryl Cook at 8:07 a.m. In attendance were, Vice-Chairman, Sandra Fleet, Commissioners, Pradeep Bajaj, Deb Clifford Joyce McKusick and Executive Director Christine Winters and Housing Administrator, Lori Lubetkin. Board of Selectman Liaison, Amber Abbuhl was excused.

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 August Board Meeting were reviewed by the Board. Commissioner McKusick made a motion to accept the minutes seconded by Commissioner Clifford. All voted in favor, motion carried.

BOARD OF SELECTMAN LIAISON REPORT

No Report was given.

RESIDENT COMMISSIONER REPORT

Commissioner McKusick reported that, one of the resident's son said "how very happy he is with VCR and his mother living here". "That he is very happy that she is here as well". He also has mentioned VCR to an aging neighbor, that they may like it here too.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave an update on the vacancies, The Auditing firm is working on finishing the 2022 year's audit and then will be able to begin on the last fiscal year.

- We held a Picnic at DOLMA on September 22nd. Twenty-two residents attended as well as two commissioner and two Police officers and the Chief of Police. It was a beautiful day, the food was wonderful and we held a raffle with prizes.
- Mary Root continues to perform out new exercise program. With approval from DOH, this program has been extended to a one-hour session.
- Resident Surveys are going out this month at VCR.
- A resident meeting was held at VCR on Thursday, October 12th.
- We had the Ice Cream Emergency Truck on Tuesday, September 26th.
- There is an Oktober Fest on October 20th.
- We will be having a Special Halloween Luncheon on October 31st, with prizes for 1st, 2nd, and 3rd, place for the best costumes. Nurse Lori and Chef Tom will be the judges.
- The Intonations will perform at VCR on October 25th.
- Deb Bibbons, from Unite by Lite will be here November 7th for "Painting of the Bags" for the Town Event in December.

Apartment Re-Inspections will be performed at DOLMA on October 19th. Residents who failed inspection were given thirty days to rectify any infractions.

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Apartment Inspections will begin for VCR in September.

The Assisted Living is providing services to 52% of occupancy.

COVID – It appears that cases are on the rise and we are keeping a close eye on it ensuring everyone here remains safe. One resident, however, did test positive and we were able to keep it isolated to that individual.

OCCUPANCY REPORT

The Housing Administrator provided an update on the vacancies. As of September 30th, there were four vacant units at the Dr. Owen L. Murphy Apartments.

As of September 30th, there were four vacant units at the Virginia Connolly Residence with one new resident moving in November 1st. A resident passed away on September 27th.

COMMUNICATIONS

No Communications

RESIDENT ISSUES/CORRESPONDENCE

A former resident's conservator from DOLMA came to the office to remit back rent and paid the fee for the Trauma Services clean up.

There was an electrical fire in a unit at DOLMA. We have since moved the tenant to another unit as it will take some time to rehab the unit. We are still waiting for the rehab project to begin.

We have been having issues with a resident at DOLMA. The resident is now at a facility and is not returning as this is not the appropriate place for them. On October 5th, the resident made a call to Simsbury 911 stating "Please help me, this is an emergency, etc.", and then the call was disconnected. Simsbury PD responded to the resident's apartment and when there was no answer at the door, they went in with forced entry. The PD searched the property, used multiple resources and finally was able to reach a family member to find out that they are in a facility and not in their apartment.

Another resident we are having some issue with is due to a leak in their apartment. The leak has since been repaired. There has been multiple correspondence with the request on how, when each phase of the repairs are to be completed and inspect each phase of the repairs. They insisted on a Mold Test, which we have performed and wanted verification of the company's certification, etc. before allowing entry. As stated by our Attorney, EnviroCheck, Belfor Restoration and DPH, there are no State Statutes or regulations regarding mold in the state of Connecticut. We have our counsel involved at this time. We have also contacted our insurance company as well.

NEW BUSINESS

2024 Holiday Schedule

A motion was made by Chairman Cook, to approve the 2024 Simsbury Housing Authority Holiday Schedule, seconded by Vice-Chair Fleet. All voted in favor, motion carried.

There will be a Senior Fair on October 23rd which we will be taking part in.

Other Business

We have been approved for another round of funding through ARPA, which we are waiting for those funds.

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EXECUTIVE SESSION

At 9:38 a.m., a motion was made by Chairperson Cook, seconded by Commissioner McKusick, to move into Executive Session to discuss Personnel subject.

At 9:54 a.m. a motion was made by Vice-Chair Fleet, seconded by Commissioner McKusick to come out of Executive Session.

A motion was made by Chairperson Cook, seconded by Commissioner Clifford, to authorize the Executive Director to make a withdrawal from the SHA account at Liberty Bank, in the amount of \$600.00 for Personnel Matters. All voted in favor, motion carried.

A second motion was made by Chairperson Cook, seconded by Commissioner McKusick, to hire a part-time, temporary person, while the RSC is out on leave. All voted in favor, motion carried.

ADJOURNMENT

There being no further business to discuss, a motion was made by Chairperson Cook, and seconded by Commissioner Clifford to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:55 a.m.

Respectfully Submitted by,

Christine Winters
Executive Director/Secretary