

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
JANUARY 12, 2024**

The Regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 12, 2024. The meeting was called to order by Vice-Chairperson Sandra Fleet at 8:06 a.m. In attendance were, Commissioners, Pradeep Bajaj, Deb Clifford, Joyce McKusick, Executive Director Christine Winters and Housing Administrator, Lori Lubetkin and BOS Liaison, Curtis Looney. Chairman Cheryl Cook attended via conference call.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

There was no Public Audience

**MINUTES OF THE PREVIOUS MEETING**

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

**BOARD OF SELECTMAN LIAISON REPORT**

Our New BOS Liaison attended his first meeting. There was a lot of information provided and we look forward to having Mr. Looney as our new Liaison.

**RESIDENT COMMISSIONER REPORT**

No report.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies, The Auditing firm was here on January 10<sup>th</sup> and will be returning on February 1<sup>st</sup>. Hopefully, they will be able to finish the 2022 Audit and start on the last fiscal year's audit.

- The Knights of Columbus will be at VCR on December 12<sup>th</sup>. A resident from DOLMA will be dressed up as Santa and attend the festivities.
- Our Christmas Dinner was held on December 21<sup>st</sup> at noon! Ten residents from DOLMA attended the dinner.
- Since the "Unite By Lite" event was cancelled in town, we picked up 100 painted luminaries and lit them on the evening of December 20<sup>th</sup>. It looked beautiful and we had three volunteers to help put them out.
- We have a "Valentines Brunch" scheduled on Valentine's Day. We will have chefs making fresh waffles and omelets to order.

Apartment Re-Inspections were performed at DOLMA. A final letter was sent to a resident of non-lease renewal.

The Assisted Living is providing services to 53% 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. A few residents were sick a couple of weeks ago. They remained isolated until all symptoms were gone. A couple of staff members tested positive, which caused the dining room to be closed for two days last month.

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**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies. As of December 31<sup>st</sup>, there were five vacant units at the Dr. Owen L. Murphy Apartments. One unit is for temporary housing while work is being performed on their unit.

As of December 31<sup>st</sup>, there were two vacant units at the Virginia Connolly Residence.

**COMMUNICATIONS**

No Communications

**RESIDENT ISSUES/CORRESPONDENCE**

The restoration work began on December 13 2023 for the fire unit.

We continue to work through a water leak and mold issue with a resident's apartment. The resident moved to a temporary apartment while the restoration work is being performed. The abatement began on January 8<sup>th</sup>.

**NEW BUSINESS**

We will be looking at North West Community Bank for possibilities in the future.

We will be hosting a training from Trauma Services at the Virginia Connolly Residence. We will also be inviting folks from town agencies to attend. The training will include what to do in certain circumstances if there is a biohazard concern, etc. This is a free, two hour class.

We had a roof leak at the Virginia Connolly Building in the entrance and office areas. The insurance adjuster came in and we are seeking information regarding replacement and repair of the offices.

We will be 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. At DOLMA, we have not had a "Base Rent" increase in two years. There will be resident meetings at both properties.

**Other Business**

We have been contacted by the Finance Department for another round of ARPA funding. The final worksheet has been submitted for the last funding. And, the next request has been submitted to the finance department.

**Executive Session**

At 9:05 am, a motion was made by Commissioner Clifford, seconded by Commissioner McKusick, to move into Executive Session.

At 9:27 am a motion was made by Chairperson Cook, seconded by Vice-Chair Fleet to come out of Executive Session. No votes were taken.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Commissioner Clifford and seconded by Commissioner McKusick, to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:28 a.m.

Respectfully Submitted by,

Christine Winters

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Executive Director/Secretary