

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
February 9, 2024**

The Regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on February 9, 2024. The meeting was called to order by Chairman Cheryl Cook at 8:02 a.m. In attendance were, Vice-Chairperson Sandra Fleet, Commissioners, Pradeep Bajaj, Joyce McKusick, Executive Director Christine Winters and Housing Administrator, Lori Lubetkin. Commissioner Deb Clifford was excused and BOS Liaison, Curtis Looney was absent.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

Andrew St. Onge, Assistant Vice President and Branch Manager, made a presentation from NorthWest Community Bank. He provided information on their services and the commissioners were able to ask questions and get information on Checking, CD's and investments. Mr. St. Onge will be providing a quote with services offered for the Board to review for our next meeting.

**MINUTES OF THE PREVIOUS MEETING**

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

**BOARD OF SELECTMAN LIAISON REPORT**

No Report

**RESIDENT COMMISSIONER REPORT**

Commissioner McKusick reported on a resident's son was sharing with her how happy he is that his mother is living here. There is a language barrier and he mentioned how happy she is and has made some friends as well. She has become a big part of our community.

**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 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. There was discussion regarding procurement and what the threshold is for the RM & R account. We currently have any item over \$250 goes into that account. The Auditing firm was recommending a threshold of \$1,000, which is a large amount for us. Discussion ensued, Commissioner McKusick made a motion to keep our Capitalization Policy at \$250, seconded by Commissioner Bajaj. All voted in favor, motion carried.

- There will be a "Super Bowl" Pizza Party on Sunday, February 11<sup>th</sup>.
- We have a "Valentines Brunch" scheduled on Valentine's Day. We will have chefs making fresh waffles and omelets to order.
- Nancy is starting "Traditional" Bingo again as some residents have asked for it.
- Resident Council will meet on February 22<sup>nd</sup>.
- There will be a Garden Club meeting on February 29<sup>th</sup>.

Apartment Re-Inspections were performed at DOLMA. A final letter was sent to a resident of non-lease renewal. Instead of complying with the lease, the resident has moved out. This unit will require a total rehab.

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

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COVID – No report at this time

**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies. As of January 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 January 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 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.

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 counter top was damaged by the contractors and they had to replace it before the tenant could move back into the apartment. The work has been completed and the movers are coming on Friday to move the tenant back into their apartment.

**NEW BUSINESS**

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 that were damaged.

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. At DOLMA, we have not had a "Base Rent" increase in two years. There will be a resident meeting at VCR on March 8<sup>th</sup> at 10:00 am and at DOLMA at 11:00 am.

I am applying for funding from CHFA for replacement of the alarm system at DOLMA and the roof at VCR. Also, there may be a NOFA going out for State Sponsored Housing, however, they informed that we would have to have had a CNA in the last five years, which we have not. The approximate cost for that is \$6,000 - \$8,000.

**Other Business**

We have received the ARPA funding. Discussion ensued regarding the next item on our "wish list". The next item is to replace the site lighting at DOLMA. Commissioner McKusick mad 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