

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
April 8, 2022
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on April 8, 2022. The meeting was called to order by Chairperson Sandee Fleet at 8:00 a.m. In attendance were Vice Chair Cheryl Cook, Commissioners Joyce McKusick, Interim Executive Director & Housing Administrator Christine Winters, Board of Selectman liaison, Amber Abbuhl and Consultant, Edward LaMontagne. Commissioner Deborah Clifford was excused. Oliver Dickens 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 March 11, 2022 Regular Meeting were reviewed by the Board. Commissioner Cook made a motion to accept the minutes, seconded by Chair Fleet. All voted in favor, motion carried.

BOARD OF SELECTMAN LIAISON REPORT

Liaison Abbuhl gave an update on the Budget. There is zero mil rate increase. She mentioned the town hiring additional personnel and gave an update on the American Rescue Plan Act (ARPA) funding regarding the Housing Authority. The Aging and Disability Commission will be conducting an “Age Friendly” survey in town.

INTERIM EXECUTIVE DIRECTOR’S REPORT

The Interim Executive Director gave an update on the vacancies, resident activities, COVID, and the FY21 Audit. After discussion, it was determined that we would keep our current software and cancel the software conversion. The Interim Executive Director also mentioned we have received a few resumes for the position of Housing Administrator. The advertisement will be running for the next two weeks. With the help of consultant Edward LaMontagne, we are performing daily tasks, and will begin working on the budget for the new fiscal year as well as training.

OCCUPANCY REPORT

The Housing Administrator provided an update on the vacancies. As of March 30th there were three vacant units at the Dr. Owen L. Murphy Apartments. Ms. Winters informed the Board that she has an applicant who will be moving in this month.

As of March 30th there were three vacant units at the Virginia Connolly Residence. Ms. Winters informed the Board that she had two applicants, who will be signing leases, however, there are two residents moving out in this month.

ESTABLISHING A 501(c)3

Vice Chair Cook mentioned that she had been speaking with other non-profit agencies in town to obtain more information. There was no further update.

COMMUNICATIONS

The Interim Executive Director said that there were no communications received.

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NEW BUSINESS

- Chairman Fleet made the motion for Joyce McKusick as Resident Commissioner to replace Ronald Anastasio, who recently passed away. Commissioner Cook seconded the motion. All in favor, motion carried.
- Commissioner Cook moved to convert Christine Winters, the Interim Executive Director, to Executive Director effective April 8, 2022. Chairman Fleet seconded the motion. All in favor, motion carried.
- Commissioner Cook made a motion to amend the By Laws to reflect that “Any member who is absent from more than fifty (50) percent of the Board of Commissioners Meetings during any twelve (12) month period may be removed from the Board of Commissioners, and the vacancy shall be filled as outlined in Section 4C. An exception may be granted by and at the discretion of the Town Manager due to a member’s illness or other extenuating circumstances. Commissioner McKusick seconded the motion. All in favor, motion carried.
- The election of Officers were held. Commissioner McKusick made the Motion to accept the slate of officers as follows: Chairman: Cheryl Cook; Vice Chairman: Sandee Fleet; Treasurer: Deborah Clifford. Commissioner Cook seconded the motion, all in favor, motion carried.

ADJOURNMENT

There being no further business to discuss, a motion was made by Chairman Cook, seconded by Vice-Chair Fleet to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:28 a.m.

Respectfully Submitted by,

Christine Winters
Executive Director/Secretary