

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
May 13, 2022
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on May 13, 2022. The meeting was called to order by Chairperson Cheryl Cook at 8:07 a.m. In attendance were Vice Chair Sandee Fleet, Commissioners Oliver Dickens, Deborah Clifford, Executive Director Christine Winters, Board of Selectman liaison, Amber Abbuhl and Consultant, Edward LaMontagne. Commissioner Joyce McKusick and Housing Administrator Lori Lubetkin were 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 April 8th Regular Meeting & Special Meeting on April 29, 2022 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. She gave an update on the American Rescue Plan Act (ARPA) funding regarding the Housing Authority. She mentioned that the Board of Selectman would like to tour both Properties at SHA before the June 13th meeting and asked that we provide a “Wish List” of items that we may be considered for. The Aging and Disability Commission will be conducting an “Age Friendly” survey in town.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave an update on the vacancies, resident activities, COVID, and the FY21 Audit. A person was hired for the position of Housing Administrator; unfortunately, they have been out sick this week. With the help of consultant Edward LaMontagne, we are performing daily tasks, and will begin training once the new Housing Administrator is up and running.

OCCUPANCY REPORT

The Housing Administrator provided an update on the vacancies. As of April 30th, there were four 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 April 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 seeking members who may be interested in becoming Board Members for our Non-Profit. There was no further update.

COMMUNICATIONS

The Executive Director said that there were no communications received.

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NEW BUSINESS

- Executive Director Winters proposed to change the employee contribution for Medical Insurance to 10% from 15% as we have sourced a new plan at a large savings to the Housing Authority. Commissioner Clifford made the motion to accept the reduction, Commissioner Fleet seconded the motion, all in favor, motion carried.
- The review of extending the Contract for Consultant, Edward LaMontagne was discussed. The extension was agreed upon. Commissioner Clifford made the motion to accept, Commissioner Dickens seconded, all in favor, motion carried.

ADJOURNMENT

There being no further business to discuss, a motion was made by Commissioner Dickens, seconded by Vice-Chair Fleet to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:25 a.m.

Respectfully Submitted by,

Christine Winters
Executive Director/Secretary

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