

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES  
December 8, 2023  
SUBJECT TO APPROVAL**

The Special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 8, 2023. The meeting was called to order by Chairperson Cheryl Cook at 11:36 a.m. In attendance were, Vice-Chairman, Sandra Fleet, Commissioners, Pradeep Bajaj, Joyce McKusick, Executive Director Christine Winters and Housing Administrator, Lori Lubetkin. Commissioner Clifford was excused.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

A resident from Dr. Owen L. Murphy Apartments was present for Public Audience. The resident also wanted to let the Board know that, in their opinion, they (The resident) are not trying to be difficult, they were advised not to allow entry into their apartment, they haven't caused a problem, they feel they are not getting anywhere, their doctor asked to file complaint with Health Department and building department, and they are at not fault. Chairperson Cook asked if they are going to allow entry into their apartment so restoration work can begin. The resident agreed to allow the contractor entry to begin restoration work.

**MINUTES OF THE PREVIOUS MEETING**

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

**BOARD OF SELECTMAN LIAISON REPORT**

The New BOS Liaison was sworn in on December 4<sup>th</sup>. We will reach out to our new Liaison.

**RESIDENT COMMISSIONER REPORT**

Commissioner McKusick reported on visit form All Ages, with Deb Bibbons. Pictures are on the website. She also commented on the Harp performance from Polly Parker, which the residents really enjoyed.

**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 will be on site in early January. Once completed, they will begin on the last fiscal year.

- Deb Bibbons, from Unite by Lite was here November 7<sup>th</sup> for "Painting of the Bags" for the Town Event in December. Pictures are on the website as well as "For All Ages" Facebook page.
- At our "Trim a Tree" event on November 30<sup>th</sup> we had Detective Sagan (Dressed as Santa) coming as the residents have a "Santa Sak" filled with toys to provide to him as he goes to different places to donate them. He showed up in a "Santa Truck" playing music for all to hear. It was wonderful, as the residents waited outside as he drove up to the front of the building.
- 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 will be held on December 21<sup>st</sup> at noon! All are invited.

Apartment Re-Inspections will be performed at DOLMA on November 29<sup>th</sup>. Final letters will be sent to those who qualify.

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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.

**OCCUPANCY REPORT**

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

As of November 30<sup>th</sup>, there were two vacant units at the Virginia Connolly Residence.

**COMMUNICATIONS**

No Communications

**RESIDENT ISSUES/CORRESPONDENCE**

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

We continue to work through a water leak and mold issue with a resident's apartment. Another apartment should be available shortly for the temporary move to take place. We will then schedule the movers, restoration company and internet connection.

**NEW BUSINESS**

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

The Housing Administrator has completed Coach Training at the FVHD for "A Matter of Balance". This is an eight-week program for the residents at VCR to enable thorough understanding of exercises and behavior for balance.

**Other Business**

We have been contacted by the Finance Department for another round of ARPA funding.

**Executive Session**

At 12:06 pm, a motion was made by Commissioner McKusick, seconded by Vice Chair Fleet to move into Executive Session.

At 12:19 pm a motion was made by Chairperson Cook, seconded by Vice-Chair Fleet to come out of Executive Session.

Commissioner McKusick made a motion to resolve the employee matter before the Board through December 31, 2023. After the 31<sup>st</sup>, the matter will be reconsidered at the January Board Meeting.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Commissioner McKusick, and seconded by Chairperson Cook, to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 12:21 p.m.

Respectfully Submitted by,

Christine Winters  
Executive Director/Secretary