

From: Susan Mazurski February 25, 2011 9:01:21 AM
Subject: Housing Authority Minutes 01/13/2011 APPROVED
To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
JANUARY 13, 2011

The monthly meeting of the Housing Authority of the Town of Simsbury was held at the Virginia Connolly Residence at 1600 Hopmeadow St., Simsbury, CT on January 13, 2011. The meeting was called to order by the Chairman, Patty Howland at 7:10 p.m. Also in attendance were Commissioners Woody Eddins, Oliver Dickins and Kay Coffey. Joe Loewy, Executive Director and Lisa Heavner, Board of Selectmen Liaison were also in attendance. Joe introduced and welcomed our newest Commissioner, Ron Zappile, who was appointed at the Board of Selectmen Meeting on January 10, 2011. The Pledge of Allegiance was recited. There was no one in attendance during the Public Audience.

BILLS AND COMMUNICATIONS

Checks were submitted by the Executive Director for signatures by the Commissioners.

Joe stated that returned checks written against insufficient funds by the residents will be subject to a \$25 fee as reimbursement for the fee charged by the bank. The residents have been notified of this policy.

Joe reported that a note was received from a grateful resident of the Virginia Connolly Residence voicing appreciation for the excellent care from the staff for the people who were affected by the flu during the holiday season.

Lisa Heavner, Board of Selectmen Liaison, reported on the Pizza Party and Basketball game planned for January 20th at the High School. Seniors will be guests and they will enjoy a pizza supper and watch the game between Simsbury and Farmington High.

Lisa reported on the ceremony at Town Hall at which time the CEO of Ensign-Bickford presented a check for \$175,000 to the Town for a new senior center. She also reported that a celebration of Martin Luther King Day would be conducted by the High School students at Eno Memorial Hall on Monday, January 17. This event will be televised for those unable to attend.

Joe reported that SB 3, a bill to require a Comprehensive Background Check on homemaker's and health care workers was introduced last week in the Joint Committee on Aging and the first co-sponsor is our Representative, Linda Schofield. Joe will be testifying before the Committee in favor of the bill.

The Minutes of the December, 2010 meeting were reviewed and a motion to accept them was made by Woody and seconded by Patty. Motion carried.

MONTHLY MANAGEMENT REPORT

Joe reported on finances for both properties citing income and expenses including several necessary purchases and repairs. He reported that we are at full capacity at both properties and have a waiting list of 10 at Virginia Connolly and 30 at the Dr. Owen L. Murphy Apartments. There are presently 31 residents at VCR receiving assisted living services.

In the absence of Christine Winters, Housing Administrator, Joe reported on marketing strategies. Patty stated that she and Joe planned to meet with Christine to form an updated marketing plan for 2011 and to establish goals to accomplish this.

Minutes of the Tenant Meetings at both properties were reviewed, along with monthly activity calendars.

OLD BUSINESS

Action items were discussed. A draft of the Emergency Procedures Manual is expected to be completed shortly.

An update of the Bylaws is in progress and Oliver expects to have his suggestions completed by the February meeting.

Several Action Items are in progress and are expected to be completed on or near schedule. They include "Life Cycle Replacement Analysis", "Maintenance Schedule for Equipment and Grounds", "Periodic Task Schedule", and "Prioritization Codification of Policies and Procedures".

Plans for a Strategic Planning Workshop were discussed and tentative plans were made for this event to take place in March. The session will be facilitated by an experienced housing professional.

NEW BUSINESS

Joe distributed copies of the "Commissioners Connection", a newsletter distributed by CONN-NAHRO. He encouraged board members to read it over, stating that there are interesting articles affecting public housing

featured.

He also distributed copies of the Auditor's Annual Report for year ending June, 2010. A short discussion ensued.

A compilation of Board Resolutions is being undertaken by a volunteer, Aaron Messick. The job entails searching the Book of Minutes of past meetings and making a list of all the resolutions passed by the Housing Authority.

Patty reported on Chapter 8 of the "Commissioners Handbook" which deals with building productive relationships with the Community and residents.

A motion was made by Patty to adjourn to Executive Session and to invite Joe to attend to discuss personnel matters and seconded by Woody. Motion carried

Oliver made a motion to return to the regular scheduled meeting and it was seconded by Patty. Motion carried. There being no further business, Patty adjourned the meeting at 10:55 p.m.