

From: Susan Mazurski March 16, 2010 9:49:22 AM  
Subject: Housing Authority Minutes 01/14/2010 APPROVED  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
Monthly Meeting - January 14, 2010

The monthly meeting of the Housing Authority of the Town of Simsbury was held at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by the Chairman, Patty Howland, at 7:04 p.m. In attendance were Commissioners Mel Cote, Oliver Dickins, and Kay Coffey. Joseph Loewy, Executive Director was also present. Commissioner Woody Eddins was excused. The Pledge of Allegiance was recited.

Also in attendance was Lisa Heavner, our liaison to the Town Board of Selectmen. Joe extended a welcome to Lisa and introduced her to the Commission members.

The donation of a Wii Computer Game to the Virginia Connolly residents was acknowledged and the appreciation of the Board was expressed to Lisa for her involvement in making this happen. It was especially gratifying to have learned that the funding for the game was made available by the Simsbury Social Services Department from the Peg Abernethy Fund. A practice bowling game was conducted by Senior Center Staff and volunteers with several of the residents. Further practice with the game will be available to the residents during the coming weeks.

BILLS AND COMMUNICATIONS

Checks submitted by the Executive Director were presented and signed by the Commissioners.

Joe stated that the bank account for the Housing Authority is being transferred to another bank and that the paperwork for this procedure is being prepared. New paperwork covering the ID of the Commissioners was distributed and filled out for check signature purposes. A Resolution was proposed by Patty, seconded by Kay and unanimously approved:

RESOLUTION

Be it resolved, that the Board of Commissioners and the Executive Director are authorized to act as Agents of the Housing Authority of the Town of Simsbury for the establishing and maintaining a banking relationship with

the Simsbury Bank:

Specifically, they are authorized to open and close accounts, transfer funds between, as well as, to and from accounts, sign checks and other generally accepted banking functions. It is the policy of the Simsbury Housing Authority that all checks must be signed by two Commissioners.

The Minutes of the December meeting were presented and Mel made a motion to accept them, seconded by Patty and unanimously approved without correction.

#### REPORT OF RENTAL INCOME

The Monthly Report for the income and expenditures for Virginia Connolly and Owen Murphy Apartments was distributed. Joe stated that the finances for both properties were in good shape. Both properties have a waiting list. There is one vacancy at Virginia Connolly due to the recent death of a resident. The next person on the Waiting List is being interviewed shortly to fill the vacancy.

Monthly Resident Meeting Minutes and Calendars for both properties were discussed and the many activities for the residents were noted. There were several very favorable comments by the Commission on the layout of the Calendar.

Joe reported that there were a few additional volunteers for programs at Virginia Connolly. One gentleman, referred to us by our new Town Liaison will help with Bingo. Some students and their teacher from the CCD Program at St. Mary's Church would like to interact with the residents, playing games and visiting. It was thought that this activity would be beneficial for both generations.

#### OLD BUSINESS

##### Action Items:

Marketing plans were discussed and a marketing plan was presented by Joe, listing the Target Areas, Local Newspapers, Websites and Community Contacts. Plans are being formalized with the assistance of our Chairman and the Housing Administrator. The expenditure of approximately \$850 to the Westfield News was approved by the Commission for ads and publicity in this paper.

The updating of Resident's emergency information will be completed in the near future.

The results of the Housekeeping Survey were discussed and it was determined

that the service performance is acceptable and satisfactory. Joe will issue a listing of housekeeping expectations to the residents.

Joe submitted to the members an emergency contact list with phone numbers for their information.

A discussion of the Commissioner's Handbook will be implemented during the coming months. Patty volunteered to take the first chapter of the Handbook and ready it for discussion at the February meeting.

Joe presented an outline for the proposed revision of the Personnel Manual. Topics that would be addressed were listed. Several suggestions were made by Mel. Joe stated that he would seek involvement by employees in addition to the Commissioners.

The acquisition of artwork for the Virginia Connolly Residence is still in progress.

#### NEW BUSINESS

None

There being no further business, adjournment of the meeting was proposed by Patty and seconded by Mel. The meeting was adjourned at 8:40 p.m.