

From: Susan Mazurski March 24, 2011 9:22:58 AM
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Cc:

DRAFT
MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
FEBRUARY 10, 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 February 10, 2011. The meeting was called to order by the Chairman, Patty Howland, at 7:00 p.m. Also in attendance were Commissioners Oliver Dickins and Kay Coffey. Woody Eddins and Ron Zappile were excused. Also in attendance were Lisa Heavner, Board of Selectmen Liaison, Joe Loewy, Executive Director and Christine Winters, Housing Administrator. 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. Joe read a communication from Candidate for Selectman, Jeff Blumenthal in which he thanked Joe for allowing him to visit and meet with the residents of Virginia Connolly. He also read a letter from the family of a resident thankful for the care given to their parent. Thank- you letters was read from two residents of the Owen Murphy Apartments in which they expressed their appreciation for all the work done by Kent and Brian in the removal of snow during the recent winter storms.

Joe reported on snow removal on the property stating that the removal required a great deal of snow blowing, shoveling and salting. Thankfully, there were no falls resulting in injury. There were no roof leaks at Owen Murphy, but there were three at Virginia Connolly. They were addressed immediately and attended to in a timely manner.

Lisa discussed the Senior/Student pizza/basketball game held recently at the High School stating that it was well-attended and enjoyed by everyone.

Lisa reported that several sites have been proposed for the new Senior Center and it is still in the planning stage. She expressed her approval of the recent visit from the representatives of the Office of the Registrar of Votes who came to Virginia Connolly and assisted the residents in completing their absentee ballots for the coming Special Election.

Joe stated that the two documentaries, "The Tariffville Train wreck" and the "Martin Luther King Story", produced by the High School students, were presented at Virginia Connolly and were very well received and enjoyed by the residents. Presenters of the documentaries were Neil Sullivan, Principal of Simsbury High School and Richard Curtiss, teacher of the students that produced the films. They visited with the residents at the conclusion of the films.

MONTHLY MANAGEMENT REPORT

Joe reported that we are on target as far as the budget is concerned. There are no vacancies at present at both facilities. Seventy-five percent of the residents at Virginia Connolly are on assisted living services. We presently have a waiting list of 13 for Virginia Connolly and 28 at the Dr. Owen L. Murphy Apartments.

Due to a toilet overflow, there was water damage to a few apartments and Joe's office. The problem was taken care of and the insurance company reimbursed the housing authority. Two new toilets were installed to correct this problem.

Christine reported on marketing strategies that are now in place, and others that will be addressed in the future. These have included pictures in the local newspapers highlighting the activities taking place with the Henry James students. Joe was a guest speaker at the local Lion's Club and he passed out brochures for both properties. Advertisements have been placed in The Valley Crier, Simsbury Life, and at Fitzgerald's Bulletin Board. Plans for advertising on the Simsbury TV station and on Facebook are being reviewed.

OLD BUSINESS

Action Items were discussed. Joe stated that he would have a draft of the Emergency Procedures Manual by the March meeting.

At the January meeting, Oliver was asked to review the bylaws of the Housing Authority.

He presented the revised edition. It was reviewed by the Board and a few minor corrections were made. Oliver stated that the revisions would be incorporated and the document would be ready for vote by the March meeting.

Joe passed out copies of the "Maintenance Schedule for Equipment and Grounds" and "Periodic Task Schedule" for review by the Board.

The Policy and Procedures Manual priority list is in progress and Patty said that she would work on the most important policies and would send it to the Board before the March meeting.

Aaron Messick, a volunteer who is compiling the Resolutions of the Board is doing a good job. It will take several more weeks for him to complete the project.

Patty reported on Chapter 9 of the Commissions Handbook which dealt with public relations of the Commission. Strategies for accomplishing good public relations were noted and discussed.

Housekeeping and Food Service surveys are planned during the next few months.

Patty reported on the planned Strategic Planning Workshop that is to be held on March 8 and March 22. The workshop will deal with the goals and strategies of the Housing Authority for the next ten to fifteen years and where we are going. The Workshop will be facilitated by Bob Counihan, former Executive Director of the East Hartford Housing Authority who has an excellent background in the subject.

Patty asked the Board to fill out and send to her by February 18 an analysis of the strengths, weaknesses, opportunities and threats facing the future of the Housing Authority. These responses will be a basis for discussion at the Meeting.

Minutes of the January meeting were read and a motion to accept was made by Patty and seconded by Oliver. Motion carried.

Monthly activity schedules for both properties were reviewed along with the minutes of tenant council meetings.

NEW BUSINESS

Our Annual Meeting will be held in April at which time election of officers will take place.

It was suggested by Patty that the search for an Executive Director should start in the Fall of 2011 in anticipation of Joe's retirement.

A motion to adjourn to Executive Session was made by Patty and seconded by Oliver for the purpose of strategic planning. Joe was asked to remain for the session.

A motion to return to the regular meeting was made by Kay and seconded by Oliver. Motion carried.

There being no further business to address, Patty adjourned the meeting at 10:40 p.m.