

From: Susan Mazurski February 13, 2009 3:07:36 PM  
Subject: Housing Authority Minutes 02/12/2009 DRAFT  
To: SimsburyCT\_HousingMin  
Cc:

DRAFT

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
Monthly Meeting – February 12, 2009

The monthly meeting of the Housing Authority of the Town of Simsbury was held at 1600 Hopmeadow Street, Simsbury, Connecticut on Thursday, February 12, 2009. The meeting was called to order by the Chairman at 7:05 PM. Commissioners Pasquenza, Cote, Howland, Eddins and Coffey were present. Also present was Lorraine Cianfarani, Executive Director and Joseph Loewy, Administrator.

EXECUTIVE SESSION

The Board entered into Executive Session to discuss personnel matters.

BILLS AND COMMUNICATIONS

All bills submitted for payment were approved.

MINUTES OF PREVIOUS MEETING

Commissioner Howland made a motion that the minutes of the December meeting be accepted. Commissioner Eddins seconded the motion and the minutes were approved.

REPORT OF RENTAL INCOME & MONTHLY MANAGEMENT REPORT

-The Monthly Management Report was distributed to the Commissioners for their review.

Income for the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence for the months of December and January were as follows:

Dr. Owen L. Murphy Apartments

December

January

Rent:	\$17,464.00	\$17,148.00
RAP:	1, 579.00	
1,603.00		
Vac. Loss:	84.00	
98.00		

The waiting list in the months of December and January respectively was twenty-one (21) and twenty-two (22) singles for efficiency units, and zero (0) couples for a one bedroom unit for both months.

#### Virginia Connolly Residence

December
January

Rent:	\$10,954.00	\$10,471.00
RAP:	2,726.00	3,209.00
Services:	17,557.00	17,377.00
Vac. Loss:	720.00	
720.00		

The waiting list for December and January was two (2) for VCR units for each month.

Inquiries and application requests continued to be active. In the month of December there were three (3) showings and in the month of January with four (4) showings for Murphy. In addition, nine (9) application requests were made in December and sixteen (16) in January. Virginia Connolly Residence had no showings in the month of December and three (3) showings in January. Application requests consisted of four (4) for each of the two months.

#### ADVERTISING

-Lorraine reported that she has switched the order of the ad featuring the Virginia Connolly Residence and has currently done advertising in the Yankee Flyer, Southwoods Magazine and the Granby Drummer. She has also mailed thirty-two (32) letters and brochures to nursing homes within a twenty-five (25) mile radius. She will also email the list of area church addresses to Commissioners Howland and Eddins where they will begin making contacts for advertising. Joe will contact the new Valley Press regarding

an article about our property.

#### MURPHY APARTMENTS

- The minutes of the December and January Resident Meetings were distributed to the Commissioners for their review.
- Joe reported that there are no updates from the Farmington Valley Supportive Housing Coalition.

#### VIRGINIA CONNOLLY RESIDENCE

- Joe reported that there have been a few concerns about the new assisted living services such as changes in levels of care resulting in increased fees for some of the residents and the length of time it has taken to finalize the levels and billing. However, despite this adjustment period, the new Assisted Living services are going well.
- The calendars and newsletters for the months of January and February were distributed to the Commissioners.
- The minutes of the December and January Tenant Council Meeting were distributed to the Commissioners for their review.

#### OLD BUSINESS

- Lorraine reported that the Vial-of-Life has been completed for all VCR residents and for those at the Murphy Apartments who wish to participate. It was suggested by the Commissioners that for those at Murphy who do not participate, a vial be given to them with very basic information, i.e., emergency contact.
- Since the January meeting had been cancelled, there were no action items to review. However, Lorraine distributed a draft of the Emergency Evacuation Plan to the Commissioners. Commissioner Cote would like feedback within a week and he will make the final adjustments before returning it to Lorraine for finalization.
- Joe reported that there have been no further Grants and Donations. He has a Claim of Exemption for Solicitation form from the Department of Consumer Protection that he will be submitting within the next week.
- Commissioner Howland reported on a meeting with Mark Hopper of Schoenhardt Architects. Mr. Hopper submitted plans for replacing the Murphy apartments. Square footage would be approximately 840 and the unit would consist of a kitchen, living room, bedroom, dining area, bathroom and den. They would also feature an extended overhang for protection from the weather, and a small pavilion in each courtyard which would contain storage for each unit and a laundry room. The plans call for 72 units. Joe suggested that we ask Mr. Hopper to reduce the size of the unit approximately 50 square feet and possibly gain more room for additional units. Commissioner Howland will speak to Mr. Hopper.

-Commissioner Howland reviewed the status of the Small Cities Grant. She reported that the trash compactor and tub cuts are complete. Some residents are complaining of water spilling out onto the bathroom floor when they are showering due to the type of transfer bench they use. Joe has check with Granby Pharmacy and they have a bench with a backrest which is the correct size for our tubs. Joe will get a sample of the bench and if it is workable, we will purchase these benches. She also reported that the installation of the windows has begun and due to the slightly smaller size of the new windows and there being no framing on the center of the triple window, the shades no longer were usable. However, the contractor has resolved this problem by finding brackets that will be used thus resolving the shade problem. Commissioner Howland then reviewed the remainder of the construction schedule.

-Commissioner Pasquenza has tabled the review of the Commissioner Handbooks.

-Joe will invite Board of Selectmen, John Hampton to visit during construction to see the renovations taking place.

-Joe reported that he is still an active member of the Commission on Aging. They are currently working on a matrix of public housing in Simsbury to see what is needed.

-Commissioner Pasquenza reported that the position of clerical assistant has been put on hold.

## NEW BUSINESS

-Commissioner Pasquenza reported that he has spoken to Hebrew Home regarding staffing for the Chef Manager and Resident Services Coordinator since there is no back-up for these positions in case of a lengthy absence. They are interested and Commissioner Pasquenza will be meeting with them to discuss details.

-Commissioner Pasquenza reported that he has had a discussion with Attorney Robert Fortgang regarding our Personnel Handbook. Attorney Fortgang is willing to review and revamp the handbook.

-Joe reported that we have received the results of the annual audit as of June 30, 2008. He reported that the auditors have made a recommendation to have a commissioner or outside accountant review bank reconciliation. It was also recommended that the auditors do the Housing Authority's quarterly reports.

-Joe reported that a bill has been submitted to the Legislature requiring comprehensive criminal background checks on home health aides and other assisting the elderly in public housing authorities. Joe will be testifying before the Joint Commission on Housing on Tuesday, February 17.

-Joe reported that he has spoken to the son-in-law of a former resident regarding a position on the Board of Commissioners. The gentleman is interested. However, he is a Republican and cannot fill the vacancy created by Commissioner Pasquenza's resignation. Joe has contacted Andrew

Glassman of the Democratic Town Committee to see if he has any recommendations to fill this vacancy. He has yet to hear from Mr. Glassman and will contact him again.

There being no further business, the meeting adjourned at 9:00 PM.

It was noted that our next meeting is scheduled for Thursday, March 12, 2009 at 7:00 PM.

Respectfully Submitted,

Lorraine Cianfarani  
Secretary