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Cc:

APPROVED

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY Monthly Meeting - March 12, 2009

The monthly meeting of the Simsbury Housing Authority was held at 1600 Hopmeadow Street, Simsbury, CT on March 12, 2009. Present were: Commissioners Patricia Howland, Kay Coffey, Mel Cote and Woody Eddins. Also present was Executive Director Joseph Loewy. The meeting was called to order at 7:16 and opened with the Pledge of Allegiance.

PUBLIC AUDIENCE

Attorney Robert Fortgang spoke to the Board about Employee Manuals.

BOARD CHAIRMANSHIP

In the absence of a Chairperson, Executive Director Joseph Loewy asked Vice Chairman Mel Cote to chair an election to replace Commissioner John Pasquenza who has tendered his resignation from the Board. Commissioner Woody Eddins nominated Patricia Howland to serve as Chairman. Commissioner Kay Coffey seconded the motion which passed unanimously.

EXECUTIVE SESSION

The Board entered into Executive Session to discuss personnel matters.

MINUTES

Minutes of the previous meeting were approved.

BILLS AND COMMUNICATIONS

The Social Calendar for March was distributed and reviewed. It was noted that Resident Services Coordinator, Nancy Britton did a good job putting the calendar together for the first time. She plans to have more activities for residents as the weather improves.

FINANCIAL AND MANAGEMENT REPORTS

Joe Loewy reported that current bank balances are more than adequate for the Dr. Owen Murphy Apartments and the Virginia Connolly Residence. There are 25 names on the waiting list for Murphy Apartments and 3

vacancies in the Virginia Connolly Residence with no waiting list. There was discussion of an ad campaign in local newspapers to market the Virginia Connolly Residence.

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OLD BUSINESS

Commissioners Howland and Eddins are working on a plan to advertise through local church newsletters and by distributing brochures to churches. There was discussion of holding an open house in the future.

The supply of brochures is running low. Joe Loewy will have more printed.

There was a discussion of the two recent Residents Meetings which the Resident Services Coordinator led. All Action Points had been addressed by Joe or staff.

The Vial of Life Program at VCR is now complete and up to date. There is a binder in the office which contains relevant information. A copy of the updated information is to be placed in each resident's apartment. Progress continues to be made on the Murphy Apartments. 39 of 70 have been updated.

The Nurse is testing out the new tub benches and making a determination of how many will be needed. It was estimated that between 12 and 20 would be purchased for VCR.

Pot holes in the parking lot continue to be a problem. Maintenance, Kent Baska has patched some of them but a more extensive repair is planned when the weather warms. New storm drains are already on site and will be installed soon. It was noted that 26 of the VCR residents receive some level of care from the nurse.

Patty and Joe will be meeting with Schoenhardt on March 25 to discuss Long Range Plans.

Commissioner Howland gave a report on our Small Cities Grant progress. Current rehabilitation and renovations include the completion of the tub cuts, installation of the new trash compactor, new floors in the kitchen, laundry, offices, and lounge area. In progress are new windows in Virginia Connolly and new roofs on units 1-8, 33-40, 41-50 and 51-60 at the Dr. Owen L. Murphy Apartments. Concern was raised about the new floors. They are not sufficiently scratch resistant and are slippery. The General Contractor is talking to the manufacturer about replacement or cost rebate

so that some areas could be carpeted.

The work on the boilers and hot water heaters are scheduled for May.

Three garage doors (Murphy and Virginia Connolly) are in need of replacement. The General Contractor submitted an estimate which was approved by the Board.

The Board of Selectmen Liaison, John Hampton contacted Joe to say that he plans to visit to see how work is progressing. Mary Glassman may visit as well.

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Joe is involved in the Commission on Aging and Disabilities which he feels will enable sharing of relevant information. He will attend the next Meeting, March 17.

NEW BUSINESS

There was discussion for the need to update the Employee Manual to offer clearer guidelines for employees.

There have been over 100 applications for the position of Housing Administrator. Joe Loewy and Commissioner Howland have interviewed 13. They expect to select 3 or 4 finalists and will perform reference and background checks on each.

The Board agreed to a press release announcing the appointment of the new Executive Director to be placed in local papers.

It was noted that long time resident Peg Abernethy, had died. A number of the Board and Staff had visited her and she will be missed. The family plans a Memorial service April 18.

Commissioner Cote will review our draft revised Employee Manual.

We are waiting for a nomination for the Commissioner vacancy. Joe will follow up with the Town Democratic Nominating Committee Chairman.

A motion to adjourn was submitted by Commissioner Cote and seconded by Commissioner Coffee. There being no other business to come before the group the meeting adjourned at 9:28 pm.

The next meeting is scheduled for April 9, 2009.

