

From: Susan Mazurski April 20, 2010 1:54:31 PM  
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Cc:

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MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
Annual Meeting - April 8, 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 7:16 p.m. In attendance, as well as the Chairman, were Commissioners Kay Coffey, Mel Cote and Woody Eddins. Commissioner Oliver Dickins was absent. Joseph Loewy, Executive Director was in attendance. Lisa Heavner, our liaison to the Board of Selectman, was also present. The Pledge of Allegiance was recited.

Bills and Communications

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

Minutes of the previous meeting were reviewed and a motion to accept was made by Mel and seconded by Woody, and they were unanimously approved with a minor correction.

Minutes of the Tenant Council Meetings for both Virginia Connolly and Owen Murphy Apartments were reviewed along with the calendars for each property. Positive comments were made regarding the many activities scheduled for the residents.

Report of the Rental Income and Monthly Management

Joe presented the monthly financial report and stated that we are in good shape. We are maintaining substantial waiting lists for both properties. He stated that 75% of the residents at Virginia Connolly are receiving of assisted living services.

He advised the Board that the bank accounts for the Housing Authority were transferred from Bank of America to The Simsbury Bank. The Commissioners were requested to sign a signature card for the verification of signatures for the new accounts.

Comments on the results of the recent meeting with John Hampton and Lisa

Heavner at the Owen Murphy Community Room were presented by Lisa. Some of the topics that were discussed at the meeting concerned signage. It was felt that one way and speed limit signs should be more prominent as there were occasions where cars were going the wrong way around our traffic rotaries and exceeding the 10 mph speed limit. It was suggested that the placement of speed bumps was a possibility. Also discussed was the repair of potholes on the property. Other subjects mentioned were plantings in the courtyards, litter along the Eno Farms border, and the sign on Route 10 out in front of the property. Some thought that the sign was not prominent enough. On the whole, the tenants expressed to Lisa and John that they felt the property was well-run and they were happy to live here.

Joe told the Board that the Senior Service Award for 2010 given by the Aging and Disabilities Commission would go to Frank Joslyn who has given many volunteer hours to the Virginia Connolly residents with his programs on "Homes of America" and his travel slides. He also presides over the men's coffee hour each month. This well deserved award will be presented on April 26 at 7:00 p.m. at the Town Hall.

Joe and Nancy Britton, Resident Services Coordinator, will be attending the Town Volunteer Expo on April 28 in order to broaden our volunteer base.

Joe reported that a young man, who is in the process of earning his Eagle Scout badge, visited VCR and is looking into planning and building a raised vegetable garden on the property as a project to merit his badge. The scout and his advisor will report back to Nancy and Joe on this project.

The "Kindness" staff development program is still in progress and the staff finds it beneficial and enlightening.

Lisa Heavner reported on the Senior Outreach Program being conducted with the Simsbury School System, Town Social Services, the Aging and Disabilities Commission, the Housing Authority and the Board of Selectmen. She stated that various programs were being evaluated to connect young people with senior residents. These would encompass middle and high school students. These could include such things as senior attendance at sports activities, as well as theatrical presentations at the schools. It could also include a program in which seniors could volunteer at the schools. This is an on-going program.

Joe stated that work on the Emergency Procedure Manual, the SHA Procurement Policies, and the Employee Manual is still in progress.

Joe stated that meetings have been set up to introduce the proposed rental increase to the residents of both Virginia Connolly and Owen Murphy. They are scheduled for April 15.

Patty presented a Marketing Strategies Action Plan Priority List. Included are the creation of a website, updating brochures and advertising.

Joe reported on new artwork that has been installed in the hallways at VCR. Thanks to Patty and Nancy, photos from the Historical Society were enlarged and attractively framed and mounted. These vintage images have been well received by the residents. A new quilt was donated and is hung in the dining room.

Joe reported that the family of a recently deceased resident presented a donation of \$250 to the Virginia Connolly Residence. It is very much appreciated.

Patty reported on Chapter 2 of the Commissioner's Handbook which included information on reasons for having a Board, role of the Board, Developing Annual Goals and Action Plans, and implementing controls against fraud and abuse.

A motion to adjourn to Executive Session to discuss personnel matters and officer positions was made by Mel and seconded by Woody. The Chairman requested that the Executive Director attend the session.

The meeting was reconvened and a motion was made by Mel to accept the following slate of officers for the term April 2010 to March 2011: Patty Howell, Chairman; Woody Eddins - Vice Chairman; Mel Cote - Treasurer; and Joe Loewy, Executive Director - Secretary. Woody seconded the motion and it passed unanimously. There being no further business to discuss, a motion to adjourn at 9:40 p.m. was made by Patty and seconded by Kay. All were in favor.