

From: Susan Mazurski May 11, 2012 8:28:48 AM  
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To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE ANNUAL MEETING OF THE HOUSING AUTHORITY OF  
THE TOWN OF SIMSBURY  
APRIL 12, 2012

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held at the Virginia Connolly Residence at 1600 Hopmeadow Street on April 12, 2012. The meeting was called to order at 7:12 p.m. by the Chairman, Ron Zappile. Also in attendance were Commissioners Woody Eddins, Cheryl Cook, Oliver Dickins and Kay Coffey; Executive Director, Joe Loewy and Housing Administrator, Christine Winters. Due to a prior commitment, Lisa Heavner, our Liaison to the Board of Selectmen, was not in attendance.

The Pledge of Allegiance was recited

There was no one in attendance during the public audience.

The Director introduced Dr. Patricia Checko who is a representative of the MATCH Coalition, Inc. MATCH stands for "Mobilization Against Tobacco Smoke-Free Housing." Dr. Checko's presentation included steps which could be taken to attain this goal and cited success stories at other public housing residences. At the conclusion of her informative message, Commissioner Dickins made a motion that the Board discuss at the May meeting, an amendment to the lease at the Virginia Connolly Residence to include a "non-smoking" clause. Commissioner Cook seconded the motion. All were in favor. Motion carried.

BILLS AND COMMUNICATIONS

The Director submitted checks to the Commissioners for signatures. He reminded the Board of the April 24 Tenants' Meetings to discuss rent increases for both properties and requested that as many Commissioners as possible attend. A letter notifying all the tenants of both properties of these meetings was sent recently.

The students from Henry James Middle School will be here for a service day on April 26.

Minutes of the March meeting were distributed and a motion to accept them, with corrections, was made by Chairman Zappile and seconded by Commissioner Dickins. All were in favor. Motion carried.

REPORT OF RENTAL INCOME

The Director reported on the rental income for both properties.

Commissioner Cook suggested changes to the printed format to allow for clarification of the numbers and it was agreed that the changes would be implemented for next month's report.

The Administrator reported on the status of vacancies and the waiting lists for both properties - one at the Dr. Owen Murphy Apartments and one at the Virginia Connolly Residence. She stated that persons on the waiting list have been contacted and it is expected that the vacancies will be filled shortly.

#### MARKETING

The Administrator reported on advertising that has been done in local newspapers recently.

She stated that we would be represented at the following events: The Elder Care Program and Fair at the Farmington Valley Jewish Congregation; the Simsbury Senior Summit at Eno Hall; and the Senior Showcase at Eno Hall. All of these events will take place during the month of May. She also reported on the outsourced payroll service, stating that it was working well and was a time saver.

Calendars for both properties were distributed and the various activities were noted.

#### OLD BUSINESS

Action Items were reviewed. The Director presented the proposed Procurement Policy and requested that the Commissioners forward any comments or suggestion to him by May 1 in order that he may present the final copy at the May meeting. A vote to accept the Policy would be made at the June meeting.

The Director, Administrator and Commissioner Cook will visit the Hamden Housing Authority on April 23 and will give a report of the visit at the May meeting.

Several Action Items were deemed "complete" and other items dealing with the grievance policy, updating the resident leases and handbooks, and the implementation of a notification system were issued new target dates.

#### NEW BUSINESS

Commissioner Dickins made a motion to adjourn to Executive Session to discuss a personnel matter, seconded by Chairman Zappile. The Director and the Administrator were excused.

A motion to return to the regular meeting was made by the Chairman.

The annual election of officers was held. The results were as follows: Chairman, Ron Zappile; Vice Chairman, Woody Eddins; Secretary, Director Joe Loewy.

There being no further business to discuss, a motion to adjourn the meeting was made by the Chairman and seconded by Commissioner Cook. Motion passed. The meeting was adjourned at 9:40 p.m.

