

From: Susan Mazurski May 17, 2011 9:46:18 AM  
Subject: Housing Authority Minutes 04/14/2011 Approved  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE ANNUAL MEETING OF  
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
APRIL 14, 2011

The Annual meeting of the Housing Authority of the Town of Simsbury was held at the Virginia Connolly Residence at 1600 Hopmeadow St., Simsbury, CT on April 14, 2011. The meeting was called to order by the Chairman, Patty Howland, at 7:08 p.m. Also in attendance were Commissioners Oliver Dickins, Woody Eddins, Ron Zappile and Kay Coffey; Joe Loewy, Executive Director, Christine Winters, Housing Administrator, and Lisa Heavner, the Commission's liaison to the Board of Selectmen of the Town of Simsbury. 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. Minutes of the regular March meeting, 3/10 and those of two special meetings, 3/8 and 3/22 were distributed, and with a minor correction, were all approved by the Board.

Lisa Heavner reported briefly on the Town's budget and zoning matters. In the interest of the Town's on-going program for creating a relationship between the senior population and the high school students, she informed us of a planned get-together on May 4 at the High School involving a pizza supper and attendance at the girls' Lacrosse team game afterwards. She also reported on a musical presentation that was held recently featuring the Glee Club at the High School and the Senior Center singing group, The Intonations.

Joe reported on the visit by the Henry James students to Virginia Connolly recently. A bingo game with prizes was enjoyed by the students and the residents.

He reported that the students would be on hand on April 28 for a volunteer community service day of clean-up here on the property.

MONTHLY MANAGEMENT REPORT

Joe presented copies of the Monthly Management Report. There were discussions on the investment of savings, the emergency system at Owen Murphy, and health aids and assisted living at Virginia Connolly. Christine stated that the waiting list for Owen Murphy was reopened on April 11. There is a waiting list of 16 at Virginia Connolly and 22 at Owen Murphy.

Christine reported on marketing plans that have taken place. She told the Board of Joe's recent appearance at a Rotary Meeting at which time he told the members about the Housing Authority and what we have to offer. She showed a copy of an ad that was placed in the Yankee Flyer. She stated that she continues to take on-line courses in website training. She also stated that she plans to attend the Volunteer Expo to be held in the near future.

Christine also reported on the Dining Room Survey recently conducted at Virginia Connolly and was pleased to report that by far the comments concerning the meals were positive and the residents reported that they were very satisfied with their dining experience.

As suggested at the March meeting, a discussion of insurance coverage for Commissioners, staff and the property took place and Joe distributed information on the coverage that is in place.

#### OLD BUSINESS

A report on the Action Items was submitted by Joe. He distributed copies of the almost-complete "Emergency Procedure Manual." He stated that two more items were to be included and that he would be working on them for the May meeting. He asked the Board to read over the draft and critique it and let him know of any suggestions before the May meeting.

The "Capital Needs Analysis" and "Periodic Task Schedule" are near completion.

The compilation of Board resolutions is expected to be completed in May by our volunteer.

A Housekeeping Survey for Virginia Connolly has been postponed until June. Joe distributed copies of "Periodic Tasks of the Executive Director" showing tasks that should take place yearly, monthly, weekly and daily. Accompanying this report was a "Preventative Maintenance and Landscaping Schedule" for both properties.

Joe stated that the Strategic Planning Seminar was a great success and he thanked Woody for being our "host" and Patty for her outstanding job of compiling an analysis of the sessions.

#### NEW BUSINESS

Patty called for nominations for a slate of officers for the coming year. Ron was nominated for Chairman. Woody was nominated for Vice Chairman.

Oliver was nominated for Treasurer. The slate was presented for a vote and was unanimously approved.

There being no further business to conduct, a motion to adjourn the meeting was made by Ron and seconded by Woody. The meeting was adjourned at 8:50 p.m.