

From: Susan Mazurski June 18, 2012 10:02:09 AM
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Cc:

APPROVED

MINUTES OF THE MEETING OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY MAY 10, 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 May 10, 2012. The meeting was called to order at 7:10 p.m. by the Vice Chairman, Woody Eddins. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, and Kay Coffey; Executive Director Joe Loewy, Housing Administrator Christine Winters, and Board of Selectmen Liaison Lisa Heavner. Chairman Ron Zappile was excused. The Pledge of Allegiance was recited. There was no one in attendance during the public audience.

BILLS AND COMMUNICATIONS

The Director submitted checks to the Commissioners for signatures. The Director also stated that the staff would attend a Training Event sponsored by CONN-NAHRO on Friday, May 11 in Cheshire, CT. Copies of the Minutes of the April meeting were distributed and Commissioner Cook made a motion to accept them. This motion was seconded by Commissioner Dickins. All were in favor. Motion passed. Board of Selectmen Liaison, Lisa Heavner, reported on town-wide happenings which included the town budget, celebration of National Bike Month, and the Simsbury Art Walk. She also reported on activities at the High School which included a "Senior" night activity which includes dinner and the Student Art Show at the High School on May 29 to which the town's senior population is invited. She also discussed personnel changes for the school system and the election of a new State Representative in November.

RENTAL INCOME AND MONTHLY MANAGEMENT

The Director reported that we were in good shape financially and within budget. He noted that we have utilized or plan to utilize our Capital Reserves to a greater extent than previously projected. Reimbursement from FEMA may not be received until after the close of our fiscal year. He explained vacancies that were temporary, stating that they would be filled shortly. He stated that we were awaiting the results of three bids for

replacing all of the pipes at the Virginia Connolly residence. It is anticipated that this necessary repair will last for the next 20 - 30 years.

MARKETING

The Housing Administrator provided an update on the application activity for April stating there was one vacancy at the Dr. Owen L. Murphy Apartments and one vacancy at the Virginia Connolly Residence. She stated that she continues to give tours to prospective tenants of both properties and is maintaining a waiting list for both.

She informed the Commissioners of the "Simsbury Summit" to be held at ENO Hall on May 15. This forum is for senior citizens and their families and will be presented by leaders in the community that offer services to this population. Presentations by representatives of these services will be on hand to offer information and to obtain feedback from the audience concerning their questions or needs. Both the Director and Administrator will be in attendance representing affordable housing in Simsbury.

She also reported on a "Senior Showcase" being planned for May 31 at ENO Hall which will provide information on a wide range of products, services, and leisure activities to seniors. She stated that she and the Director would be in attendance at this program.

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

ACTION ITEMS

The Director reported on the progress of the Purchasing and Procurement Policy stating that changes and comments were received from Commissioners Zappile and Cook. He stated that he and Commissioner Cook would meet next week to go over the suggestions before issuing a final draft.

Administrator Winters distributed copies of a "Tenant Selection Policy" and asked that any comments on the document be sent to her by May 31. She would like to put the policy into action by June 30.

Director Loewy stated that the new "No Smoking Policy" for the Virginia Connolly Residence would be announced as going into effect on July 1. He stated that copies of this announcement would go out to residents of the Owen Murphy Apartments also. A discussion of cessation of smoking at this site was discussed.

Other items discussed were: transition plan for new Executive Director, Grievance Policy for residents, Update of Property Leases, implementation of an Emergency Notification System, and an update of Resident Handbooks for both properties. Target dates for completion of these projects were issued.

Commissioner Eddins made a motion to move to Executive Session to discuss personnel matters. The motion was approved by Commissioner Dickins and seconded by Commissioner Cook. Motion carried. Executive Director Loewy

and Housing Administrator Winters were excused.

A motion to return to regular session was made by Commissioner Eddins.

Motion approved by Commissioner Dickins and seconded by Commissioner Cook.

Motion carried.

There being no further business to discuss, the meeting was adjourned by Vice Chairman Eddins at 9:55 p.m.