

From: Susan Mazurski July 19, 2011 8:59:53 AM  
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To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE MEETING OF  
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
MAY 12, 2011

The Meeting of the Housing Authority of the Town of Simsbury, Connecticut was held at the Virginia Connolly Residence at 1600 Hopmeadow St. on May 12, 2011. The meeting was called to order by the Chairman, Ron Zappile at 7:10 p.m. Also in attendance were Commissioners Oliver Dickins, Woody Eddins, and Kay Coffey; Joe Loewy, Executive Director, Christine Winters, Housing Administrator, and Lisa Heavner, Board of Selectmen Liaison. Also in attendance was Cheryl Cook who is our recently appointed Commissioner. Ron introduced her to everyone and welcomed her to the Board.

There was no one in attendance during the Public Audience.

BILLS AND COMMUNICATIONS

Checks were submitted to the Commissioners for signatures.

Joe reported that a piano for the Dr. Owen L. Murphy Apartment's Community Room is been donated by Amy McLean Salls.

He also reported that a crew from FAVARH was hired to clean up leaves and debris from the property and that they would be working for four hours each day for three days in order to complete this job.

Joe stated that the Executive Director of the Main Street Partnership volunteered to assist us with Grant writing. We have proposed two potential projects for consideration.

The Minutes of the April 14 meeting were reviewed and a motion to accept them was made by Ron and seconded by Woody. Motion carried.

Lisa Heavner commented on the selection of Cheryl to fill the vacancy on the Board and welcomed her.

She informed us of the recent issues before the Board of Selectmen concerning the budget, wood burning furnaces, and the summer band concerts. She also reported on the success of the recent Senior/Student pizza supper and Lacrosse game at the High School, stating that they look forward to offering more of these sessions next year.

MONTHLY MANAGEMENT REPORT

Joe reported that we were in good shape and within budget.

Joe also reported that the recent RFP for a Capital Needs Assessment resulted in 5 responses. The winning company bid \$5500 and is one of the premier companies in the country and has performed dozens of CNAs throughout Connecticut. The Director of the Enfield Housing Authority collaborated with Joe in preparing the RFP requests and selected the same company to perform the CNA for his authority. The analysis will take 30 60 days to be completed.

Joe stated that 70% of the residents at Virginia Connolly are receiving assisted living services.

There are 8 persons on the waiting list for Virginia Connolly and 19 at the Owen Murphy Apartments.

#### MARKETING

Christine reported that she, Joe and Nancy participated in the recent town sponsored Volunteer Expo on April 28 and it was noted that their picture was prominently displayed on the front page of The Simsbury News.

She showed pictures and articles that were published in the local papers depicting a bingo game with the residents and the students from Henry James, and the day of clean up with the students. She noted that this clean up day was also featured on the Simsbury Patch website.

Advertisements will be placed during the next month in the Yankee Flyer, Southwoods Magazine and The Simsbury News.

Lisa suggested that brochures for both properties be placed in the Simsbury Library and it was agreed that this was a good idea.

Ron asked to have an analysis of the reaction to the ads and brochures.

The calendars and minutes of the Tenant Meetings for both properties were noted and the various programs were discussed.

Joe reported on the assessment of the Senior Center that is presently underway.

#### ACTION ITEMS

The draft for the Emergency Procedure Manual is near completion and Joe asked for any further comments to be sent to him by May 20.

The Capital Needs Analysis is expected to be finished by the end of July.

The compilation of Board Resolutions will be completed and typed and ready for the June meeting.

Joe and Ron will meet soon to prioritize action plans.

#### NEW BUSINESS

Joe reported that there will be a change in the Security Company covering the Virginia Connolly Residence starting July 1. There will be no

difference in the cost of this service.

Joe stated that the plantings for the front circle island at the beginning of the property would take place within the next 30 days and he showed pictures from the landscaper describing some of the plantings. The cost for this service will be \$2850.

The Eagle Scout raised garden project at Virginia Connolly is underway and donations have been made by the Methodist Church and the Civitan Club.

A motion to retire to Executive Session for a personnel matter was made by Oliver and seconded by Woody. Joe was asked to remain for the session.

Motion carried.

A motion to return to regular session was made by Oliver and seconded by Ron. Motion carried.

There being no further business to discuss, a motion to adjourn was made by Woody and seconded by Oliver. Motion carried.

Ron adjourned the meeting at 9:45 p.m.