

From: Susan Mazurski June 22, 2009 8:49:45 AM
Subject: Housing Authority Minutes 05/14/2009 Approved
To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
Monthly Meeting – May 14, 2009

The monthly meeting of the Housing Authority of the Town of Simsbury was held at 1600 Hopmeadow Street, Simsbury, Connecticut on Thursday, May 14, 2009. The meeting was called to order by the Chairman at 7:12 PM. Commissioners Howland (Chairman), Coffey, Cote and Eddins were present. Also present was Joseph Loewy, Executive Director, Secretary and Christine Winters, Housing Administrator.

BILLS AND COMMUNICATIONS

All bills submitted for payment were approved. There were no communications to report at this time.

MINUTES OF PREVIOUS MEETING

Commissioner Cote made a motion to accept the Minutes of the April meeting with revisions. Commissioner Eddins seconded the motion and the Minutes were unanimously approved.

MONTHLY MANAGEMENT REPORT

Copies of the Monthly Management Report were distributed to the Commissioners for their review.

There is a Waiting List of twenty-five (25) singles for efficiency units and zero (0) couples for a one bedroom unit at the Dr. Owen L. Murphy Apartments.

There is a Waiting List of one (1) for apartments at the Virginia Connolly Residence.

Inquiries and application requests continue to be received, with one (1) showing and nine (9) application requests for Murphy, and three (3) showings and five (5) application requests for Virginia Connolly.

Social Calendars for the current month were distributed. The new Calendar format used by the Resident Services Coordinator was well received. Monthly Resident Meeting Minutes were distributed and discussed.

Copies of the Quarterly Financial Report were distributed to the Commissioners by the Executive Director.

OLD BUSINESS

A review of Action Items was conducted by Chairman Howland.

The Vial of Life data has been completed and 100% verified as being in the resident's apartments at Virginia Connolly. The data has been completed for Dr. Owen L. Murphy residents and verification that the data is in each resident's apartment will be complete in a week to 10 days by the Resident Services Coordinator.

The RSC attended meetings conducted by UCONN and the Connecticut organization of Resident Services Coordinators (CARSCH.) She is scheduled to go to future meetings as well.

Tub benches were purchased and installed in the Virginia Connolly resident's apartments where necessary. They have been well received.

Commissioner Eddins reported that he has sent letters and brochures to various churches in the area. Commissioner Howland provided an advertisement for the Fitzgerald's Newsletter.

Joe Loewy and Christina Winters will be focusing marketing activities on the Virginia Connolly Residence. Commissioner Howland will provide contact information for news articles.

Commissioner Howland met this past week with Commissioner Candidate Oliver Dickins. Executive Director Loewy stated that he understood that Mr. Dickins' nomination has been proposed to the Board of Selectmen for appointment.

With regard to Long Range Plans, Joe Loewy stated that exploration of funding sources will be discussed with L. Wagner and Associates.

Commissioner Howland discussed the status of the Small Cities Grant Project. She distributed copies of a cost breakdown of completed and incomplete items. The layout for the signage at VCR was presented and favorable comments were made by all the Commissioners.

NEW BUSINESS

Housing Administrator Christine Winters made a presentation regarding the status of Annual Recertification with sample forms distributed to the Board.

Christine suggested that an introductory "Good Will" package be presented to each new resident as a welcoming gift upon arrival. She also suggested that a more personal approach by a "buddy" resident be implemented in order to make a new resident feel more at home and comfortable. She suggested that someone could accompany the new resident to the dining room for the first time and introduce him/her to fellow diners at their table.

Christine also suggested that the Nurse make a presentation to all the residents to explain the Assisted Living Program.

A discussion was held concerning a future Open House, probably in the Fall, when all of the Small Cities Grant projects are completed.

There being no further business, the meeting adjourned at 9:30 PM.

Respectfully Submitted,

Joseph L. Loewy
Executive Director, Secretary