

From: Susan Mazurski June 11, 2010 8:24:14 AM  
Subject: Housing Authority Minutes 05/20/2010 Approved  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
Special Meeting - May 20, 2010

The monthly meeting of the Housing Authority of the Town of Simsbury was held at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by the Chairman, Patty Howland, at 6:45 p.m. In attendance, as well as the Chairman, were Commissioners Mel Cote, Woody Eddins, Oliver Dickins and Kay Coffey. Joseph Loewy, Executive Director was in attendance. The Pledge of Allegiance was recited.

In attendance during Public Audience was Owen Murphy Apartments resident, Elinor Englander.

Bills and Communications

There were no checks to be signed.

Joe read a note from Frank Joslyn thanking him for nominating him for the "Volunteer of the Year" award presented by the Simsbury Commission on Aging and Disabilities.

Joe referred to the calendar of meetings for the coming year and pointed out that the November meeting will be held on Wednesday, November 10 as our regularly scheduled second Thursday is a Holiday.

The monthly calendars for the Dr. Owen Murphy Apartments and the Virginia Connolly Residence were presented for review. It was noted that the Memorial Day Picnic would be held on Thursday, May 27 at the Virginia Connolly Residence. The residents of Owen Murphy are invited to attend at a cost of \$5.00. The many other activities for the month were noted and discussed.

Minutes of the April meeting were presented and a motion to accept them without correction was made by Mel Cote, seconded by Oliver Dickins and approved unanimously.

Monthly Management Report

Both properties continue with full occupancy with waiting lists for both. Because of the financial benefits of the Small Cities Grant presented to

us, the properties are in good shape physically, and not in need of any major repairs at this time.

Mel raised the question concerning the repair of potholes near the entrance of the property. Joe stated that they would be hot-patched in the fall.

Joe reported that 31 out of 40 residents at Virginia Connolly are presently receiving assisted living services.

The minutes of the monthly tenants' meetings of both properties were reviewed.

Patty asked about the proposed raised garden that was to be implemented by a Boy Scout as a project for his Eagle Scout candidacy. Joe stated that the project has been reviewed with the Eagle Scout candidate and his advisor, slated for next year and that the Civitan Club has offered to donate \$400 toward the project.

The question of unruly and barking dogs at Owen Murphy was brought up and Joe stated that there was an eviction in process.

#### Action Items

The completion of the Emergency Procedures Manual has been deferred until June 10.

The Employee Manual is a few weeks away from completion. Joe requested that any comments regarding the Manual be sent to him by June 1 so that the final draft can be presented at the June Meeting.

The acquisition of artwork for both properties has pretty much been completed. The pictures have been hung at both properties and have been very well-received and enjoyed by the residents.

Nancy continues to collect information for the Vial of Life program at both properties, and this project is very nearly complete.

The creation of a Periodic Responsibility Master List will be implemented by Joe and mailed to all the members.

Owen Murphy resident, Elinor Englander, requested that consideration be given to plantings in the courtyard of one of the buildings. It was determined that Patty, Kay and Joe would look into this during the coming week.

The feasibility of upgrading the sign at the entrance to the property on

Hopmeadow Street is being investigated. Joe will meet with Mary Murphy of Sage River Graphics next week and look into various designs.

#### New Business

Joe distributed copies of the Quarterly Financial Report submitted to the State.

Joe presented the following motions to be voted upon by the Board:

Motion 1: The Board of Commissioners of the Simsbury Housing Authority approves the Base Rent increase for the Dr. Owen L. Murphy Apartments which is to be included in the Management Plan for the fiscal year 7/1/10 to 6/30/11 submitted to DECD and CHFA.

The Base Rent for an efficiency apartment is to be raised from \$175 to \$195 and for a one- bedroom apartment from \$225 to \$260.

Motion 2: The Board of Commissioners of the Simsbury Housing Authority approves the Base Rent and Congregate Services Fee increase for the Virginia Connolly Residence which is to be included in the Management Plan for the fiscal year 7/1/10 to 6/30/11 submitted to DECD and CHFA.

The Base Rent for an efficiency apartment is to be raised from \$360 to \$380 and the Congregate Services fee from \$660 to \$670.

Motion 3: The Board of Commissioners of the Simsbury Housing Authority approves the Management Plans for the Dr. Owen L. Murphy apartments and the Virginia Connolly Residence for the fiscal year 7/1/10 to 6/30/11 submitted to DECD and CHFA .

Oliver made a motion to accept the motions as stated. It was seconded by Woody. All agreed. The resident commissioner participated in discussion, but abstained from voting. The motions were unanimously approved.

The Chairman asked Joe to include a Marketing Update in the Agenda for future meetings.

Joe stated that we have been working with the Town of Simsbury's IT department and have started the following:

- Secured a website domain name for a ten (10) year period. The website will be [www.simsburyha.com](http://www.simsburyha.com)
- We are currently creating the "main" page which will include a "welcome" and our Mission Statement.
- Once established, Christine will start inputting pictures for the "Header" of the site, and then upload the brochures, applications and floor plans for both properties.
- There will be a "What's New" section in which we can put current press releases and events.

Our expectation is to be up and running within the next few weeks.

Patty reported on Chapter 3 of the Handbook for Commissioners. The topics dealt with in this section were budgets, annual audits, and financial statements.

Joe reported on the CGA Bill HB 5110 regarding criminal background checks by homemaker and companion agencies. He stated that it passed the House but failed in the Senate. The bill will be re-introduced next year.

A motion to adjourn to executive session was made by Mel and seconded by Oliver to discuss self appraisals, goals and objectives of staff members. Joe was requested to participate in the executive session.

The meeting was reconvened and there being no further business to discuss, a motion to adjourn at 8:55 p.m. was made by Woody and seconded by Patty.

The next meeting is scheduled for Thursday, June 10, 2010 at 7:00 pm.