

From: Susan Mazurski July 12, 2010 9:29:32 AM
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To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
JUNE 10, 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 6:40 p.m. In attendance, as well as the Chairman, were Commissioners Mel Cote, Oliver Dickins and Kay Coffey. Commissioner Woody Eddins was excused. Joseph Loewy, Executive Director was in attendance, as well as Lisa Heavner, our Board of Selectmen Liaison. The Pledge of Allegiance was recited.

There was no one in attendance during Public Audience.

Bills and Communications

Joe presented checks to be signed by the Commissioners. He read two notes from family members of both Virginia Connolly and Owen Murphy residents expressing thanks for the good care given their family members.

Monthly Management Report

Joe reported that we are in good shape financially and that both properties are filled with waiting lists for both. He commented that 75% of the residents at Virginia Connolly are on some degree of assisted living. A Mental Health professional is on call to aid residents with age-related illnesses including dementia.

Joe stated that the ductless heat/pump filters at the Owen Murphy Apartments were cleaned and readied for summer.

Patty asked for clarification on Waiting List priorities. Joe stated that the Housing Administrator follows a prescribed "point system" provided by DECD for determining applicant's position on the Waiting List.

It was proposed that a "Welcome Package" be put together for new residents. It was stated that this project had been addressed in the past and is presently on hold. It will be revisited in the near future.

Check signing and meeting schedules were distributed. Joe pointed out that the August meeting will be cancelled. The Board requested that the October meeting be rescheduled to one week later. Joe will notify the First Selectman's Office.

Monthly Activity Calendars for both properties were presented and the various programs planned were noted. It was stated that more programs at Virginia Connolly are open to Owen Murphy residents. Joe invited members of the Board to attend the popular Ice Cream Social planned at Virginia Connolly on June 24.

Minutes of the May Meeting were presented and a motion to accept them with minor corrections was made by Mel and seconded by Patty. The motion passed unanimously.

Mel asked if there would be an interest by the residents in the summer concerts held in town. It was stated that transportation was a problem. Joe will follow up with the Social Services Department. Lisa informed us of the many projects that the Schools/Seniors Outreach Committee is planning to foster activities between town seniors and the schools. These would take the form of senior passes for plays, athletic events, etc. Joe proposed the possibility of taping sessions by students with seniors relating to life experiences.

Patty distributed news articles that appeared in the local newspaper showing views of the dining room artwork at Virginia Connolly.

Minutes of the Owen Murphy and Virginia Connolly Tenant Council meetings were reviewed. It was determined that a resolution of the vacant apartment at Owen Murphy be made by August 1. An accounting of the contents of the apartment must be made for presentation to the Probate Court before preparations can be made to rent the apartment.

Action Items

A review of Action Items was conducted and it was determined that the Emergency Procedure Manual would be completed by September 30.

A wrap-up of the Vial of Life program could be made shortly and any resident choosing not to participate would have it noted in their file.

The request by an Owen Murphy resident to plant pachysandra in her courtyard was determined not to be in the best interest of upkeep of the property. Joe stated that after a discussion with Patty and Kent, the maintenance staff would maintain the property by cleaning up and planting grass.

Mel suggested that an on-going maintenance checklist be implemented. It was suggested that intense clean-up efforts be made to clear the Owen Murphy area.

Chapter IV of the Commissioners' Handbook will be discussed at the next meeting.

Patty distributed to the Board several copies of reports of analyses made covering documentation, monthly tasks, financial summaries and periodic tasks to be completed by the Executive Director and the Board of Commissioners.

The completion of the Employee Handbook was discussed and Joe reported that it was in its final stage. He will ask the employees to read it and their comments would be encouraged. He also asked the Board to submit any comments before finalization.

New Business

Patty asked Joe to submit an estimate of capitol expenditures for the year 2010/2011.

Patty proposed that a set of goals and objectives for the Board of Commissioners be initiated, and she asked that members send suggestions to her.

The question was raised concerning the replacement of the flag in front of the Virginia Connolly residence. Joe stated that a replacement pole was needed and the procurement of two new flags (American and State) would be undertaken soon.

A motion to adjourn to executive session to discuss a personnel matter was made by Kay and seconded by Oliver.

The meeting was reconvened and, there being no further business to discuss, a motion to adjourn at 10:35 p.m. was made by Patty and seconded by Mel.

The next meeting is scheduled for Thursday, July 8, 2010 at 7:00 p.m.

