

From: Susan Mazurski September 10, 2010 4:31:17 PM  
Subject: Housing Authority Minutes 07/08/2010 APPROVED  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
JULY 8, 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 7:16 p.m. In attendance, as well as the Chairman, were Commissioners Mel Cote, Oliver Dickins, Woody Eddins and Kay Coffey. 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.

Joe distributed a flyer that had been given to the Dr. Owen L. Murphy Apartment residents explaining a bread giveaway on 7/6. Panera Bread provided us with their unsold bread, rolls, etc. from the previous day. This was well received by the residents.

Monthly Management Report

Joe reported that final figures for the end of the fiscal year (6/30/10) will be distributed to the Board at the end of July.

He reported that we continue to be at full capacity at both properties, with a waiting list of 12 for Virginia Connolly and 25 for efficiencies and one for a one-bedroom at Owen Murphy.

With regard to marketing plans, Joe told the board of the photography work done by Kevin Cote who is assisting Christine in producing a revised brochure for both properties. They are collaborating on pictures and text for the brochure.

Calendars for the two properties were viewed and it was noted that on several occasions, the residents of Owen Murphy are invited to attend functions at Virginia Connolly. Several of the activities were discussed

by the Board. They noted that they were quite pleased with the frequency and variety of activities offered.

Joe stated that a new lecture presentation by Volunteer Frank Joslyn was planned entitled "Happy Mistakes - Helpful Inventions" and the residents are looking forward to another of his entertaining series.

Assisted Living Services at Virginia Connolly are proceeding well. The service of a therapist is now available to deal with age related and other mental health issues.

A vote to accept the Minutes of the regular Monthly Meeting held on June 12, 2010 was made by Oliver, seconded by Mel. Motion passed.

A vote to accept the Minutes of the Special Meeting held on June 25, 2010 was made by Oliver and seconded by Mel. Motion passed.

#### Action Items

A review of Action Items was conducted.

With regard to the Vial of Life Program, it was noted that just one person at Virginia Connolly has not completed the required information. A request was made one last time to the residents of Owen Murphy who have not participated. They were informed that if they do not choose to participate, it would be noted in their file. It was determined to remove this action item from the list.

Joe continues to work on the update of the Emergency Procedures Manual.

The contents of the apartment left vacant at Owen Murphy due to the death of a resident, is in the process of being prepared for submission to the Probate Court and is expected to be completed by August 1.

Joe reported that with regard to the action item concerning the cleanup of the Owen Murphy property, part-time employee Brian Blazis' hours were increased so that this could be accomplished. He stated that the cleanup effort was in progress and that 8 out of 10 locations were done and he expects that the entire job will be finished shortly.

#### New Business

Joe cited several improvements to the property which he believes should take place within the next year. They include:

Replacing the grease trap in the kitchen.

Cleanup of the storm drains and curbs.

Replacement of the door(s) in the Community Room at Owen Murphy.

Paving of the drive into the property.

A check of the trees on the property and possible trim/removal by a tree company.

Joe stated that the estimate for completion of these projects would be approximately \$25,000.

Patty presented a detailed draft entitled "Capital Needs Analysis" showing the cost of present and prior capitol work done on the property, as well as the projected cost of work to be done during the next several years. This showed a summary of the report that was done in 2004, with the completed items removed. It does not represent work to be done during the next several years. It is only a starting point for discussion of work that might need to be done in the next several years. Joe and Patty will be discussing in the near future.

Lisa Heavner reported on further plans being made to connect students and seniors. She stated that plans are being made to invite the senior population to student events by issuing passes. She also suggested that an exchange of newsletters be made between the seniors and the students so that each would be aware of the various activities that are taking place.

Joe presented the updated "Marketing Strategies Action Plan" noting a high priority for a website and a promotional brochure. It was noted that our letterhead would be redesigned to reflect the Housing Authority logo. Other suggestions for the future, such as news articles, advertising and SCTV were also discussed.

Patty also asked that the Board send to her their suggestions for "Goals for Commissioners". Patty said she would send the Board a draft of possible 2010-2011 Goals for Commissioners and requested that the Board respond with their comments.

Patty went over chapter 4 of the Handbook for Commissioners covering the duties and relationship of the Commissioners to the Executive Director.

Patty made a motion to adjourn to executive session to discuss a personnel matter, seconded by Woody. Joe was invited to attend to answer questions. He was then excused and the session continued.

A motion to return to the regular meeting was made by Woody and seconded by Patty.

There being no further business to discuss, a motion to adjourn was made by

Mel and seconded by Oliver. The meeting adjourned at 11:10 p.m.

The regular meeting for the month of August has been cancelled.

The next scheduled meeting is Thursday, September 9 at 7:00 pm.