

From: Susan Mazurski August 10, 2012 10:24:54 AM  
Subject: Housing Authority Minutes 07/12/2012 Approved  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
JULY 12, 2012

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on July 12, 2012 at the Virginia Connolly Residence at 1600 Hopmeadow Street. The meeting was called to order by the Chairman, Ron Zappile at 7:00 p.m. Also in attendance were Commissioners Oliver Dickins, Cheryl Cook and Kay Coffey; Executive Director, Ed LaMontagne, Transition Coordinator Joe Loewy, Housing Administrator, Christine Winters, and Board of Selectmen Liaison, Lisa Heavner. Commissioner Woody Eddins was excused. The Pledge of Allegiance was recited. There was no one in attendance during the public audience.

BILLS AND COMMUNICATIONS

Checks were distributed to the Commissioners for their signatures. Executive Director LaMontagne stated that he sent an email to town representatives regarding an upcoming Hurricane Drill to be held on July 30 & 31. He indicated that the Housing Authority would like to participate in the exercise. He received an email response from the Town of Simsbury First Selectman stating that more details would be forthcoming. He also stated that representatives from the Department of Social Services will be here on July 13th to review Hebrew Home Health Care files for quality assurance purposes. Mr. LaMontagne stated that the CONN-NAHRO convention would be held from 8/26 - 8/29 at the Mohegan Sun. He and Housing Administrator Winters plan to attend. Chairman Zappile stated that if any of the Commissioners would like to attend, they let Mr. LaMontagne know by July 25. Executive Director LaMontagne stated that he has met with each of the employees, getting to know them personally, and has been made aware of their responsibilities.

Minutes of the June meeting were reviewed and a motion to accept them was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried.

Selectman Lisa Heavner reported on items from the Board of Selectman meeting on July 9th, which included Charter Revision and Dial-A-Ride. She also provided an update on the status of Eno Farms, stating that despite setbacks, progress is being made.

#### RENTAL INCOME AND MONTHLY MANAGEMENT

Transition Coordinator Joe Loewy reported on the finances for both properties stating that we were within budget and that we were in good shape financially. He stated that we were on schedule to report to the State by July 31, 2012.

He also distributed copies of the Repairs, Maintenance and Replacements Report showing the actions taken during the fiscal year for both properties.

Housing Authority  
Board of Commissioners  
Meeting Minutes  
July 12, 2012  
Page Two

#### MARKETING

Housing Administrator Winters reported on vacancies at the Virginia Connolly Residence (3), and the Owen Murphy Apartments (1). She plans to continue to place ads in the various local newspapers and is working very hard to fill the vacancies. She is constantly in touch with persons on the waiting list. Chairman Zappile asked the Commissioners to think of ways that we could attract new residents. He suggested that the Town of Simsbury Social Services Department might be an additional source of candidates.

#### ACTION ITEMS

Action items were discussed and some were deemed "complete" including an update of the Purchasing and Procurement Policy, which has been finalized and will be distributed shortly.

Other items including Resident Selection Criteria, Grievance Policy, Update of Property Leases, Emergency Notification System, and Update of Property Handbooks were given new target dates for completion.

Several projects that might be considered by the Boy Scouts/Girl Scouts, who are looking for ways to earn their merit awards, were suggested by the Housing Authority staff. They included the construction of an out-building

for record storage, benches for the property, directional signs for the Owen Murphy units, and gardening. Chairman Zappile suggested a priority list be implemented stating realistic dates for these projects.

Executive Director LaMontagne provided an update on the Aging and Disabilities Commission stating that they are sponsoring a "Picnic in the Park" event to be held at St. Catherine's Church, West Simsbury on Saturday, August 25th. The Housing Authority is contributing condiments for the event.

Chairman Zappile thanked retiring Executive Director Loewy for his diligence, support and hard work over the years for the Housing Authority and especially for his help in the transition process with the new Executive Director.

The Chairman welcomed Executive Director LaMontagne, assuring him of the support and cooperation of the Board in his new position.

A motion to adjourn to Executive Session for a personnel issue discussion was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried. The Transition Coordinator and the Housing Administrator were excused. Executive Director LaMontagne was requested to remain.

A return to the regular meeting was made by Commissioner Cook and seconded by Commissioner Coffey. Motion carried.

There being no further business to discuss, Chairman Zappile adjourned the meeting at 8:40 p.m.