

From: Susan Mazurski September 17, 2012 3:28:01 PM
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Cc:

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
AUGUST 9, 2012

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on August 9, 2012 at the Virginia Connolly Residence at 1600 Hopmeadow St. The meeting was called to order by the Chairman Ron Zappile at 7:07 p.m. Also in attendance were Commissioners Oliver Dickins, Woody Eddins, Cheryl Cook and Kay Coffey; Executive Director Ed LaMontagne, Housing Administrator Christine Winters, and Board of Selectmen Liaison Lisa Heavner.

The Pledge of Allegiance was recited.

Present at Public Audience were Oliver Nigro and Mrs. Nigro (Oliver's mother). Oliver is a Boy Scout who is required to attend a town committee meeting in order to attain his Communications Merit Badge.

The Minutes of the July Meeting were reviewed and a motion to accept them was made by Commission Cook and seconded by Commissioner Eddins. Motion carried.

GENERAL UPDATES AND COMMUNICATIONS

Executive Director LaMontagne stated he had to transfer \$40,000 from a CD account at Windsor Federal Bank to the operating account at The Simsbury Bank. This was necessitated due to a \$72,000 reimbursement check from DECD being delayed. A penalty of \$194.00 was incurred as a result of the transfer.

Two dividend checks were received from the Housing Authority Insurance Group for a total of \$806.82.

A letter was received from FEMA indicating that the Housing Authority will be receiving a reimbursement check for \$1,964.27 due to the snow storm on October 29-30, 2011. This is the second check received – the first being on June 26th in the amount of \$3,187.75. The total amount received reflects a reimbursement of 75% of the total cost of storm recovery.

During the June special session the State Legislature passed HB 6001 establishing a Department of Housing within DECD. The bill also creates an interagency council on affordable housing to develop strategies and recommendations for the implementation of the Department. CONN-NAHRO will be represented on the interagency council.

A note was received from an Owen Murphy resident to the Housing Authority and the Commissioners regarding the possible use of medical marijuana in light of the proposed "no smoking" policy being considered for that property. The use of medical marijuana will go into effect on October 1, 2012.

A recent DSS Quality Assurance Review of the assisted living program operated by Hebrew Home Care at Virginia Connolly has been completed and the results proved to be positive and in compliance with their standards. Housing Authority of the Town of Simsbury
Board of Commissioners

A donation was made to the Virginia Connolly Residence in memory of a resident that passed away recently. A letter was received from the family thanking everyone for the kindnesses and excellent care given to the resident while she was living here.

BOARD OF SELECTMEN LIAISON REPORT

Lisa Heavner discussed town issues, which included pensions, tax agreements, proposed housing at Dorset Crossing, Performing Arts Center, Proposed Big Y, Eno Farms, and the recent Town Disaster Drill.

RENTAL INCOME AND MONTHLY MANAGEMENT REPORT

Executive Director LaMontagne distributed copies of the report showing income and expenditures and reported that we were on track. Chairman Zappile suggested that he and Commissioner Cook review the format of the report with the Executive Director with the intention of clarifying certain items.

MARKETING UPDATE

Housing Administrator Winters reported that we have three vacancies at Virginia Connolly and two vacancies at Owen Murphy. Due to interest shown, she expects some of these will be filled shortly.

She stated plans for press releases of recent activities at Virginia Connolly were made, and she will continue advertising in local newspapers.

Brochures have been distributed to various locations around town that dedicate space for this activity, namely the Social Service Office, Town

Hall and Simsbury Library. Commissioner Eddins volunteered to distribute brochures to the local churches.

An Open House is planned for October to showcase the Housing Authority's properties and provide information for rental opportunities. It is anticipated that this effort will increase awareness of the properties throughout the Farmington Valley and that it will expand the waiting list.

Chairman Zappile stressed the importance of marketing. Several suggestions were made including internet coverage by way of Craig's List, Facebook and NPR Public Radio. It was stated that SCTV runs a "crawl" at certain times of the week mentioning the properties. It was suggested that brochures be made available at Septemberfest.

ACTION ITEMS

Action Items were reviewed and certain ones were deemed "complete" which included the Grievance Policy and the Virginia Connolly Smoke-Free policy. The Resident Selection Criteria policy has been completed and will be sent out to the Board for comments.

A motion to accept the Grievance Procedure Policy, as presented, was made by Commissioner Dickins and seconded by Commissioner Eddins. Motion carried.

New target dates were issued for: the Review of Leases for the Virginia Connolly Residence and Dr. Owen Murphy Apartments, Update of Property Handbooks, and Boy/Girl Scout Projects.

A sign for the front of Virginia Connolly stating the building to be "smoke free" was approved by the Board.

Chairman Zappile suggested that a review of the Strategic Planning policies be postponed until the end of the year.

A motion to adjourn to Executive Session was made by the Chairman and seconded by Commissioner Eddins. Motion carried. Housing Administrator Winters was excused. Executive Director LaMontagne was asked to remain.

A motion to return to regular session 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.

Submitted by,

Kay Coffey
Commissioner