

From: Susan Mazurski                      October 19, 2011 9:51:27 AM  
Subject: Housing Authority Minutes 08/11/2011 Approved  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE MEETING OF THE  
HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
AUGUST 11, 2011

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held at the Virginia Connolly Residence at 1600 Hopmeadow St. on August 11, 2011. The meeting was called to order by the Chairman, Ron Zappile, at 7:05 p.m. Also in attendance were Commissioners Oliver Dickins, Cheryl Cook and Kay Coffey; Joe Loewy, Executive Director, Lisa Heavner, Board of Selectmen Liaison, and Boy Scout Keiko Kaplan. Commissioner Woody Eddins was excused. The Pledge of Allegiance was recited. There was no one in attendance during the public audience.

BILLS AND COMMUNICATIONS

Joe submitted checks to the Commissioners for their signature. Joe introduced Boy Scout Keiko Kaplan to the Board. Keiko has taken on an Eagle Scout project. His project is the construction of raised gardens at the Virginia Connolly Residence. He planned the design, dimensions, materials, raised funds and, assisted by over 20 of his fellow troop members, has it nearly completed. The Board went outside to the site to view his handiwork and Keiko explained the steps he went through to accomplish this task - from initial fund-raising to completion of the project. He raised sufficient funds to pay for the entire project. The Board was very vocal in their praise of Keiko's project and applauded his hard work and that of his family and friends. Plans are being made for the dedication ceremony of the garden and for media coverage for the event. Joe reported that donations in the amount of \$1,830 were made in memory of a former resident. He is in contact with the family with regard to their wishes as to how the funds will be allocated. Minutes of the July 14, 2011 meeting were reviewed and, there being no corrections or omissions, Cheryl made a motion to accept them, seconded by Oliver. All were in favor. Motion carried. Lisa Heavner reported on recent town issues concerning bond rating, Town pensions, social services, and the Route 10 Corridor study.

MONTHLY MANAGEMENT REPORT

Joe reported that the completion of the Monthly Management Report is in

progress and that he would email it to the Board when ready. This applies also to the year-end report.

Ron requested that the reports be emailed before the next meeting so that they may be reviewed and addressed.

#### MARKETING

Joe referred to marketing strategies that are in place and stated that he has advised several local Housing Authorities of the availability of a few studio apartments at the Dr. Owen L. Murphy Apartments.

Plans are in place to continue advertising in the local papers.

Minutes of the Owen Murphy Apartments and the Virginia Connolly Residence Tenant Meetings were reviewed. Resident's operational concerns were discussed and answers to their questions were included in the Minutes in bold print. Monthly calendars for each property were viewed and the various activities were noted.

#### ACTION ITEMS

Joe stated that the Capital Needs Analysis would be ready soon and copies would be made available to the Board for review.

The compilation of the Board Resolutions is very nearly done. Our volunteer is working on the Table of Contents and expects that the project will be complete by the September meeting. Joe will email copies to the Board before the meeting.

Joe reported on the results of the Housekeeping Survey. He stated that he addressed any resident's criticisms with the cleaners and their supervisor. The status of the remaining current Action Items was discussed and target dates for completion confirmed.

#### NEW BUSINESS

Final plans for the upcoming presentation at the CONN-NAHRO convention were discussed. Ron presented copies of the slides that will be used during their presentation entitled "Strategic Planning Case Study". Ron remarked on the excellent contributions to the production of the project by Joe and Christine. He also acknowledged the efforts of Bob Counihan of CONN-NAHRO and Lynn Koroser-Crane of CHFA. Joe remarked on Ron's excellent and professional input into putting together the presentation. The project will be presented on Tuesday, August 30 at the convention.

Joe reported on the upcoming Picnic in the Park sponsored by the Commission on Aging and Disability to be held on August 27 at St. Catherine's Church grounds in West Simsbury. He stated that Ron would also attend and he invited the Board members to attend.

Cheryl reported on her visit with Joe and Christine to the Vernon Housing Authority. She found the visit to be interesting and informative and stated that she looks forward to visits to other housing complexes which are planned for September and October.

There being no further business to discuss, a motion to adjourn was made by Oliver. It was seconded by Cheryl. All were in favor. Motion carried. Ron adjourned the meeting at 9:18 p.m.