

From: Susan Mazurski October 12, 2009 3:11:25 PM
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Cc:

DRAFT

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
Monthly Meeting - October 8, 2009

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 Patty Howland, Chairman at 7:10 p.m. Commissioners Woody Eddins, Oliver Dickins, Mel Cote and Kay Coffey were present. Also present was Joe Loewy, Executive Director. There were no Public Audience speakers. The Pledge of Allegiance was recited.

BILLS AND COMMUNICATIONS

The Commissioners signed checks covering the bills presented by the Executive Director. Joe read a letter from the mother of an ex tenant at the Owen Murphy Apartments expressing her appreciation for all the many kindnesses shown her son during his tenancy.

Joe stated that he received a letter from Mary Glassman that the Board of Selectmen received and approved John Hampton's resignation as liaison between the Housing Authority and the Town due to his recent appointment as Executive Director of CONN NAHRO. A replacement will be appointed by the First Selectman.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the September meeting were discussed and a motion to accept was made by Oliver and seconded by Woody. All the members agreed to accept the minutes as presented, with adjustment.

REPORT OF RENTAL INCOME

There was no report of rental income. Bank accounts are sufficient to meet expected expenses. Joe stated that there was one vacancy at Owen Murphy Apartments due to the death of a tenant. There are 28 on the waiting list. Virginia Connolly has a waiting list of 16.

OLD BUSINESS

Minutes of the Resident's Meetings for September from both Owen Murphy and

Virginia Connolly were presented and discussed. Calendars showing the activities for both facilities were noted.

The Assistant Living Program at Virginia Connolly is functioning well and the possibility of adding a part-time nurse for 24 hours a week was discussed.

Flu shots are being offered to the residents of Virginia Connolly on October 21.

It was reported that the Housekeeping services at Virginia Connolly were progressing well and feedback from the residents was, for the most part, positive. Action Items were discussed and it was stated a Housekeeping Survey would be conducted during November.

It was determined that a Marketing Strategy would be on-going, with suggestions in the form of a draft to be completed by Christine Winters (Housing Administrator). Local newspapers would hopefully be used for articles about the services of both properties.

Joe suggested that Larry Wagner, consultant be invited tour next meeting to discuss the exploration of funding sources for future renovations. The Board agreed.

Our Mission Statement was presented for any further discussion and it was approved by the Commissioners. A motion to accept was put forth by Patty and seconded by Mel. All agreed unanimously. The Mission Statement is:

The Housing Authority of the Town of Simsbury is dedicated to providing affordable, safe, decent, sanitary and drug free housing for its residents.

Further exploration of electric vendors for lighting fixtures for Virginia Connolly will continue during the next few months.

Joe informed the committee that the plans for the Open House to be held on October 29 are proceeding well. Invitations have been sent. He showed a proposed menu submitted by Chef John Roger for light refreshments to be served, discussed invitees and activities planned for the guests.

Patty reported on the Small Cities Grant, stating that all improvements to both facilities are now complete except for the last kitchen exhaust fan installations.

The Board adjourned to Executive Session and requested the Executive Director to attend to discuss the slate of officers for the upcoming year.

Joe was asked to leave after completing the officer slate in order for the Board to discuss a personnel matter.

The Board reconvened. Commissioner Dickins made a motion to accept the proposed slate of officers. The motion was seconded by Commissioner Coffey. There was discussion and the following slate was unanimously approved for the year ended October, 2010:

Patty Howland, Chairman, Woody Eddins, Vice Chairman and Mel Cote, Treasurer.

Joe and the Board unanimously praised Patty for her efforts during the current term of office, particularly her intense work assisting Joe and the staff with the Small Cities Grant.

There being no further business to discuss, a motion to adjourn the meeting was made by Oliver and seconded by Kay at 9:40 p.m. The members agreed to adjourn unanimously.

The next meeting is scheduled for Thursday, November 12 at 7 PM.