

From: Susan Mazurski December 8, 2008 11:30:31 AM
Subject: Housing Authority Minutes 10/09/2008
To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
Monthly Meeting – October 9, 2008

The monthly meeting of the Housing Authority of the Town of Simsbury was held at 1600 Hopmeadow Street, Simsbury, Connecticut on Thursday, October 9, 2008. The meeting was called to order by the Chairman at 7:05 PM. Commissioners Pasquenza, Cote, and Howland were present. Also present was Lorraine Cianfarani, Executive Director, and Joseph Loewy, Housing Administrator.

BILLS AND COMMUNICATIONS

All bills submitted for payment were approved. Lorraine read a note from a prospective resident thanking her for information provided over the telephone and by mail.

The minutes of the September meeting were approved as submitted.

Income for the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence for the month of September was as follows:

Dr. Owen L. Murphy Apartments:

| | |
|------------|-------------|
| Rent: | \$18,460.00 |
| RAP: | 1,483.00 |
| Vac. Loss: | 71.00 |

There is a waiting list of twenty (20) for efficiencies and zero (0) for one bedroom units.

Virginia Connolly Residence:

| | |
|-------|-------------|
| Rent: | \$10,426.00 |
|-------|-------------|

| | |
|------------|-----------|
| RAP: | 2,925.00 |
| Services: | 16,830.00 |
| Vac. Loss: | 1,049.00 |

There is a waiting list of three (3) for VCR units.

Inquiries and application requests continue to be active, with three (3) showings and fifteen (15) application requests for Murphy, and five (5) showings and six (6) application requests for Connolly.

ADVERTISING

-Lorraine reported that she continues to submit ads on a weekly basis to SCTV Headline News and is continuing to advertise not only in local papers, but also papers reaching the Westfield/Southwick/Agawam area of Massachusetts. She also reported that she met with a sales representative from Clear Channel Radio regarding a radio ad. Unfortunately the cost of one ad would use up an entire month's budget. However, Lorraine suggested to the Commissioners that we may possibly want to consider a radio ad to announce our "grand re-opening" once our renovations are complete. Joe reported that he has contacted the Simsbury Chamber of Commerce and gave the Commissioners a brief overview of what the Chamber is about. If the Housing Authority decides to join, the Chamber will pro-rate the fee for the remainder of the year. Also, the Chamber allows two representatives per membership. It was agreed that Joe and Commissioner Pasquenza would be the representatives. The Commissioners gave Joe the okay to join.

MURPHY APARTMENTS

-Lorraine distributed the minutes of the September Resident Meeting to the Commissioners for their review.

-Lorraine reported that she and Nancy are almost finished with the new Vial-of-Life form.

-Joe reported that the CEO of the Farmington Valley Supportive Housing Coalition has not yet contacted us. We will continue to wait to hear from him regarding sources of funding and/or mental health professionals to assist our residents.

VIRGINIA CONNOLLY RESIDENCE

- Lorraine reported that today was the current Utopia nurse's last day at the Virginia Connolly Residence and a new nurse has taken over.
- Joe and Lorraine reported that the Hebrew Home has agreed to provide assisted living services at the Virginia Connolly Residence and that a letter giving Utopia sixty (60) days' notice was mailed certified, return receipt on October 8, 2008. The contract with Hebrew Home has been signed and they can start within two weeks if Utopia decides they do not want to complete the sixty days. Hebrew Home will reassess all residents currently on program and will raise levels of care where necessary.
- Lorraine distributed the October calendar of activities to the Commissioners for their review.
- Lorraine distributed the minutes of the September Tenant Council Meeting to the Commissioners for their review.
- Joe reported that Nancy has signed up for PC training.
- Joe reported that he has left a message for Attorney DiCrezenzo to forward a letter to us stating that the Housing Authority has no litigations against it as part of the RSC Assistance Agreement and Resolution.

CONSOLIDATED

- The Commission reviewed the Action Items from the previous meeting, removed all completed items and added new items.
- MIoe distributed the Grant & Donation Status Report and updated the Commissioners on the status of possible donations. He reported that as of this meeting, we have received a total of \$2,500 in donations.
- Lorraine reported that she and Commissioner Howland met with Mark Hopper and Steve Therault of Schoenhardt Architecture on Tuesday, October 7 to review the Long Range Plans for the Murphy Apartments. After seeing the plans, Lorraine asked if it would be more cost effective to demolish the apartments and rebuild rather than renovate. Both Mark and Steve agreed that this could be more cost effective and will draw up plans for a small renovation, a medium renovation, and also plans for rebuilding along with costs for each. We will meet again possibly in November at which time they will have completed plans for both Murphy and Virginia Connolly.
- Joe reported that there will be a walk-thru on Friday, October 10 at 10:00 AM for the rebid of the tub cuts. The bids for the tub cuts will be opened at 2:00 PM on Thursday, October 23. Following the walk-thru, Willco will sign the contract for the trash compactor. Also, Quisenberry Arcari has put out bid package number 3 for review. Peter Testa of Wagner Associates will monitor the project.
- Commissioner Pasquenza distributed the new Housing Authority By-Laws. The Commissioners then reviewed them. After a short discussion, a motion was made by Commissioner Howland and seconded by Commissioner Cote to accept

the new By-Laws and the motion was carried.

-Joe reported that the changes in rent collection originally slated for November 1 went into effect on October 1. The residents are now required to place rent checks in the "Rent" box located outside Lorraine's office. Rent receipts will be ready for the residents the following day. Also, cash would no longer be accepted.

-Commissioner Pasquenza has deferred review of the Commissioner Handbooks until our new Commissioners are on board.

-Joe reported that in the recent weeks the Housing Authority staff has had many discussions regarding payroll processing including paying staff monthly or every two weeks and the hardship this could cause our part time employees. After much discussion with Commissioners, it was decided that for the time being, payroll would be left as weekly.

-The invitation to John Hampton, Board of Selectmen Liaison to attend our Board Meeting has again been deferred.

-Joe reported that he will be attending an Aging and Disabilities Commission meeting on October 21.

-Joe reported that no official findings have been reported on our initial audit.

-Commissioner Pasquenza reported that a letter from the Simsbury First Selectman states that effective October 1, 2008 a new state law requires meeting minutes of all public meetings to be posted on the town website and that agendas must also be posted on the town website 24 hours prior to the meeting.

EXECUTIVE SESSION

The Commissioners entered into Executive Session to discuss personnel and other Housing Authority matters.

It was noted that the next regular meeting is scheduled for Thursday, November 13, 2008 at 7:00 PM.

There being no further business, the meeting adjourned at 10:15 PM.

Respectfully submitted,

Lorraine Cianfarani
Secretary