

From: Susan Mazurski December 12, 2011 1:33:35 PM  
Subject: Housing Authority Minutes 10/13/2011 Approved  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE MEETING OF THE  
HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
OCTOBER 13, 2011

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held at the Virginia Connolly Residence at 1600 Hopmeadow Street on October 13, 2011. The meeting was called to order by the Chairman, Ron Zappile, at 7:10 p.m. Also in attendance were Commissioners Oliver Dickins, Cheryl Cook, Woody Eddins, and Kay Coffey; Joe Loewy, Executive Director, Christine Winters, Housing Administrator, and Lisa Heavner, Board of Selectmen Liaison. The Pledge of Allegiance was recited. There was no one in attendance during the public audience.

BILLS AND COMMUNICATIONS

Checks were submitted to the Commissioners for signature. Joe reported that an analysis of the emergency procedures at Virginia Connolly and Owen Murphy made during storm "Irene" were for the most part satisfactory, with just a few minor situations that were noted and corrected. He reported on the outstanding cooperation and performance of the staff during that time. He reported on a letter received from Mary Glassman thanking the Housing Authority for making Virginia Connolly an emergency shelter during the storm. He also informed the group that a tree was planted in front of the building commemorating the 100th birthday of one of our residents. He reported that \$2250 in donations were received in memory of a deceased resident of Virginia Connolly and plans to purchase a gaming table and other furniture and artwork were being made with the assistance of the family. Members from the Office of the Registrar of Voters were here to assist residents in voter registration, and with the acquisition of absentee ballots. Joe thanked Woody for his contribution to the ceremony in commemoration of September 11 which was held here on the property and was well-attended by the residents of both properties. He also thanked Woody for inviting several local clergy to visit the properties in the interest of having them become familiar with our services. They lunched with the residents and

their company was enjoyed by all.

Minutes of the previous meeting were approved by the Board.

Lisa Heavner reported on town happenings which included the Blight Ordinance, Route 10 Corridor Study, Dorset Crossing, and Hoskins Road soil replacement.

She also told of a planned senior/student/pizza concert night at the High School to be held on December 9.

Joe stated that the students were always welcome to come here and that the residents always enjoyed their visits.

#### MONTHLY MANAGEMENT REPORT

Joe distributed copies of the Monthly Management Report. Certain items concerning bank accounts and the completion of planned projects were discussed and he reported that we were in good shape financially.

#### MARKETING

Christine presented the Marketing Strategy Action Plan indicating the plans for more aggressive advertising in the local papers. She also reported on tours conducted on both properties and their respective Waiting Lists. She stated that recent advertising has produced several calls indicating interest. She stated that further plans to visit other Housing Authority residencies were being planned.

Joe reported that 25 residents of the Virginia Connolly Residence received flu shots recently.

The Minutes of the tenant meetings and the calendars for both properties were reviewed and discussed.

Joe and Christine reported on the planned proposal to out-source payroll services and stated that quotes would be available by the December meeting. Joe is also looking into the feasibility of out-sourcing accounting functions.

#### ACTION ITEMS

Copies of the Capital Needs Analysis for both properties were distributed and Ron asked that they be reviewed by the Commissioners and he asked that they send him their comments.

Copies of the now completed Board Resolutions, as compiled by our volunteer, were distributed to the Board. Comments were made as to the excellent job that was done.

Several items on our Action Point List were completed or new target dates were assigned.

#### NEW BUSINESS

It was decided to move up the time of the December 8 meeting to 6:30 p.m. in order that the Board might enjoy a holiday celebration.

Ron moved to adjourn to Executive Session to discuss a personnel matter. Joe and Christine were invited to attend. The motion was seconded by Cheryl. All approved.

A motion to return to the regular meeting was made by Oliver and seconded by Woody.

There being no further business to discuss, a motion to adjourn was made by Cheryl and seconded by Oliver. Ron adjourned the meeting at 9:30 p.m.