

From: Susan Mazurski November 3, 2010 8:26:34 AM
Subject: Housing Authority Minutes 10/21/2010 DRAFT
To: SimsburyCT_HousingMin
Cc:

DRAFT
MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
OCTOBER 21, 2010

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 the Chairman, Patty Howland at 7:08 p.m. Also in attendance were Commissioners Mel Cote, Oliver Dickins, Woody Eddins and Kay Coffey. Joe Loewy, Executive Director and Christine Winters, Director of Housing were also in attendance along with 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 by the Executive Director for signatures by the Commissioners.

Joe noted that a letter was received from an Eagle Scout Candidate who has proposed a design for a raised garden on the property as his Eagle Scout project, to be implemented in the Spring of 2011. He will work with Nancy (Resident Services Coordinator) on this project. He will be raising money for this project himself and the Civitan Club has also stated that they would make a donation to help with expenses..

The Minutes of the September 9th Meeting were presented for approval and a motion to accept them was made by Mel and seconded by Woody. The motion was carried.

Monthly calendars and minutes of monthly tenants' council meetings for both properties were distributed, and the many activities planned for the residents were noted.

Lisa Heavner discussed the progress being made in the Senior Outreach Program. She described the VIP Passes that were being distributed to seniors which will allow free admission to activities in the schools such as athletic events, concerts, plays, etc. A copy of the application for

these passes was shown along with instructions as to the process of applying for these passes.

Lisa also reported on the progress being made in the volunteer program for seniors in the various schools. She stated that a full description of this project would be included in The Senior Communicator. It is hoped that seniors would volunteer in various capacities at the schools for which they would receive a Gift Card for use at any of the Main Street Partnership locations. She also stated that school news concerning upcoming events is being published in The Senior Communicator. She proposed that students might get together with seniors here at Virginia Connolly for games and fun projects. This is already being planned by Joe, the RSC and school contacts.

MARKETING REPORT

With regard to Marketing, Christine reported that the brochures for the VCR and DOLMA properties were in the process of being printed and would be available soon.

She reported on the "Day of Outreach" conducted by Westminster School students and teachers. Some 20 students took part, with the students and teachers raking leaves, cleaning windows, manicuring residents' nails, etc. They also helped to serve dinner in the dining room, replenishing coffee cups and cleaning up after the meal. The VCR residents really enjoyed their presence and appreciated their efforts very much. Hopefully, we will continue the relationship with the Westminster School year 'round.

Christine stated that the creation of a Face Book Page was being considered and could be a possibility.

Christine also noted that both she and Nancy were coordinating with local schools to set up a schedule that would encourage the interaction between students and seniors in such activities as games, Wii bowling, walking with seniors, etc.

She stated that the new Chef, Mike Valleggia, was working out well and the comments from the residents were favorable about the changes and improvements in the menu. An article was submitted to The Hartford Courant for publication on Mike's appointment.

MONTHLY MANAGEMENT REPORT

Copies of the Monthly Management Report were distributed and Joe stated that there were a total of 25 persons receiving assisted living services at Virginia Connolly.

OLD BUSINESS

A review of Action Items was presented by Joe. He stated that draft of the

Emergency Procedure Manual would be completed within the next 60 days. This document will be shared with the town and various interested persons.

It was determined that discussion of the Long Range Plan would be deferred until January.

Joe stated that the recent fire drill at VCR was successful and the Fire Marshal was pleased with the results.

Joe reported that it was suggested in the obituary of one of our residents who recently passed away, that a donation could be made to The Virginia Connolly Residence. He stated that the donations would be used for a framed picture of the former resident.

Joe reported that it was necessary to repair a bathtub for one of the residents at VCR. It is possible that the grease trap in the kitchen might have to be replaced by the end of our fiscal year in order to comply with State Regulations. There are no other immediate plans for using the repair, maintenance and replacement budget at this time.

Joe reported on expenses incurred at the Owen Murphy Apartments which included tree removal, alarm system repair, dumpster and clean out of a vacated apartment. We reviewed landscaping plans for the center island at the entrance to the property. A local landscaper was asked for advice and a quote on plantings for the Spring. The estimated quote was \$2,850. Several different low-maintenance plantings were suggested.

Joe stated that the recent fire drill at VCR was successful and the Fire Marshal was pleased with the results.

.

NEW BUSINESS

A motion for the Board to convene to Executive Session for Strategic Planning purposes was made by Oliver and seconded by Woody. Joe and Christine were also requested to participate in the Executive Session.

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

There being no further business to discuss, a motion to adjourn was made by Mel and seconded by Oliver. Motion accepted and meeting adjourned at 10:00 p.m.

