

From: Susan Mazurski December 9, 2010 10:57:19 AM
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To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
NOVEMBER 10, 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 7:07 p.m. Also in attendance were Commissioners, Oliver Dickins and Kay Coffey. Joe Loewy, Executive Director and Christine Winters, Housing Administrator were also in attendance along with Lisa Heavner, Board of Selectmen Liaison. Commissioners Mel Cote and Woody Eddins were excused. 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 stated that a note was received from an Owen Murphy resident complimenting the maintenance staff on the work done on the grounds in the area of the apartments.

Commissioner Mel Cote's resignation is effective December 31, 2010. A copy of Mel's letter to the Board of Selectmen was distributed. All agreed that Mel, our longest serving Commissioner, would be greatly missed.

Joe reported on a study sponsored by the Aging and Disabilities Commission relating to the accessibility of handicapped persons to the various voting places. Access was very much lacking in many cases. The information was forwarded to local Registrars of Voters for corrective action.

The Minutes of the October 21 Meeting were presented for approval. Minor corrections were made and a motion to accept them as amended was made by Oliver and seconded by Kay. The motion was carried.

Minutes of the Tenant Council Meetings for both VCR and DOLMA were presented along with the monthly activity calendars.

Joe stated that Nancy (Resident Services Coordinator) was communicating with members of the Simsbury school system with regard to suggesting someone who could possibly offer a beginner's art class at VCR. Several residents have expressed an interest in this project. Pursuit of this project will be on-going.

Lisa Heavner reported on the Senior Outreach program. She stated that a request for Volunteers sent out in the Senior Communicator netted 10 volunteers. Also they received 106 requests for VIP passes to school sports, theatrical, etc. events. She referred to plans for a "Senior Night" and gave Joe the name of a volunteer at Henry James Middle School, Mary Maher, who could arrange for interaction of middle school children with the residents.

MONTHLY MANAGEMENT REPORT

Joe reported that our vacancies at both properties were not excessive. He stated that financially we were in good shape. Owen Murphy apartment #56 has been completely cleaned and painted and is now occupied.

There are 12 persons on the Virginia Connolly Waiting List. There is a Waiting List of 31 for the Dr. Owen L. Murphy Apartments. The list is closed until 1/1/11.

Joe reported on the Maintenance Budget for both properties, noting repairs and purchases that were made this month and planned for completion prior to the end of the fiscal year, while remaining within the amount budgeted. The Commissioners requested that Joe provide them with the Life Cycle Cost Analysis file that was created in 2004 to review the current status of our Capital Needs, particularly in light of the numerous renovations completed during our Small Cities Grant project last year.

MARKETING REPORT

Christine reported on progress being made in the establishment of a web page. She stated that she would be involved in several training sessions dealing with this project in near future.

Brochures for both properties were printed and copies of both were distributed.

A new letterhead is being designed featuring our current logo.

Advertisements were placed in the Yankee Flyer and the Simsbury Life. An advertisement will be placed in the Senior Communicator during the next calendar year is being planned.

An announcement of the appointment of the new Chef Manager, Mike Vallengia, was printed in the Town Section of the Hartford Courant. Chris noted that the comments from the residents with regard to the efforts of Chef Mike have been most favorable.

OLD BUSINESS

Joe updated the Commissioners on the "Emergency Procedures Manual" which is still a work-in-progress. He reported that he expects to have a draft by the end of December.

Copies of the By-Laws for the Housing Authority of the Town of Simsbury, both old and revised were distributed and Patty asked Oliver to look them over with regard to compliance with Connecticut General Statutes and to report his findings prior to the January meeting.

Copies of the job descriptions for all the employees were distributed. Patty asked that during the next few months each Commissioner select an employee to interview in order to get to know him or her better and to be knowledgeable about their duties and their goals.

The "Maintenance Schedule for Equipment and Grounds" is still being worked upon and is expected to be completed soon.

A definitive answer from the Fire Marshall as to the rules and regulations requiring evacuation in the event of fire at VCR enabled the placement of instructions which were attached to the inside of all the apartment doors and strategically located throughout the Virginia Connolly Residence. The instructions are in bold print and succinct, leaving no room for confusion by the residents.

Patty went over Chapters 6 and 7 of the Handbook for Commissioners. These chapters dealt with Commissioner's role as ambassadors to the community at the federal, state and local levels.

NEW BUSINESS

Patty stated that the December 9 meeting would be abbreviated and that we would enjoy a social evening at a local restaurant.

Oliver made a motion to retire to Executive Session to discuss personnel and strategic planning matters. It was seconded by Kay. The motion carried. Joe was invited to attend.

Kay made a motion to return to the regular session. The motion was seconded by Oliver. The motion carried.

There being no further business to conduct, a motion to adjourn the meeting

was made by Oliver and seconded by Kay. Patty declared the meeting adjourned at 10:30 p.m.