

From: Susan Mazurski January 19, 2011 8:51:02 AM
Subject: Housing Authority Minutes 12/08/2010 Approved
To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
DECEMBER 8, 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 6:40 p.m. Also in attendance were Commissioners, Mel Cote, Oliver Dickins and Kay Coffey. Joe Loewy, Executive Director and Christine Winters, Housing Administrator were also in attendance. Pastor Woody Eddins was 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.

There were no communications this month to share with the Commissioners.

The minutes of the November meeting were reviewed. There being no corrections or omissions, Patty made a motion to accept them, seconded by Oliver and unanimously approved.

Lisa Heavner, Liaison to the Board of Selectmen, was unable to attend, but she informed Joe that she was pleased that a relationship had been established with the Henry James students and the residents at Virginia Connolly. A project to decorate gingerbread houses was planned for the afternoon of Thursday, December 9.

MONTHLY MANAGEMENT REPORT

A review of the Monthly Report for the properties was presented by Joe and he stated that we were in good shape financially. The Waiting Lists for both properties were satisfactory. Approximately 70% of the residents at Virginia Connolly are on assisted living.

Christine and Joe explained the DECD requirement that Waiting Lists must be closed at least one day a year. The purpose of this is to permit the

applicants on the Waiting List to go from the bottom of the List to eventual offer of an apartment. Otherwise, those with the least urgent need would possibly never rise to the top of the List. The DOLMA Waiting List is substantial at present and it is closed effective 10/31/10. The VCR Waiting List is not substantial and was closed on 10/31 and reopened on 11/2/10.

A vote by the residents of the Owen Murphy apartments was taken with regard to the continuing to allow pets in that facility. The vote was 34 yes, 10 no.

MARKETING REPORT

Christine reported that she would be taking the online training course on December 15 for Virtual Town Hall in order to be make changes to our website.

Patty suggested that a few changes be made to the current website for the sake of clarity and Christine stated that it would be taken care of.

Christine showed a copy of the newly designed letterhead.

Christine put together an arrangement for the display case at the Town Hall depicting the two properties. A photo of the display was shown to the Board and all the members were pleased with the design and felt that it was a very good portrayal of the property.

Articles have appeared in the Hartford Courant and the Simsbury News reporting on the volunteer efforts of Frank Joslyn.

Christine noted that we would be advertising in the Senior Communicator next year. Also, ads were planned for The Valley Crier in the "Meet Your Merchants and Professionals" section in January.

Calendars and Minutes of Tenant Meetings for both properties were reviewed and the many activities were noted.

OLD BUSINESS

The car belonging to the deceased resident at Owen Murphy was put up for sale. No viable offers have come through as yet and it has not been sold at the price asked. A reasonable offer has been made and it is being accepted.

Action Items were reviewed and Joe stated that a draft of the Emergency Procedure Manual would be available by the end of December.

Oliver is reviewing the By-laws and will have a report in January.

Joe reported that the Maintenance Schedule for Equipment and Grounds is complete with the exception of a few minor adjustments for "frequency."

Policy and Procedure Manual continues to be a work -in -progress.

A Strategic Planning Workshop is planned for the Spring.

The eighth chapter of the Commissioners' Handbook will be discussed at the next meeting.

A compilation of all of the Board Resolutions is being conducted and is expected to be completed in 30-60days.

The donation of a birdbath by the family of a recently deceased resident of Virginia Connolly is being made in his memory. It was noted that this would be a nice addition to our planned raised garden in the Spring.

NEW BUSINESS

There being no further business to discuss, a motion to adjourn was made by Mel and seconded by Oliver. Patty adjourned the meeting at 7:30 p.m.