

From: Susan Mazurski December 18, 2008 10:59:09 AM
Subject: Housing Authority Minutes 12/11/2008 DRAFT
To: SimsburyCT_HousingMin
Cc:

DRAFT

MINUTES OF THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
Monthly Meeting – December 11, 2008

The monthly meeting of the Housing Authority of the Town of Simsbury was held at 1600 Hopmeadow Street, Simsbury, Connecticut on Thursday, December 11, 2008. The meeting was called to order by the Chairman at 7:15 PM. Commissioners Pasquenza, Howland, Eddins and Coffey were present. Also present was Lorraine Cianfarani, Executive Director, Joseph Loewy, Administrator and John Hampton, Board of Selectmen Liaison.

BILLS AND COMMUNICATIONS

All bills submitted for payment were approved.

HEBREW HOME ASSISTED LIVING

Janice Gibson, RN, Director of Assisted Living Services Agency gave the Commissioners an overview of the Hebrew Home facilities and services and also an overview of what services will be provided to our residents. Commissioner Coffey asked about Hebrew Home Care supplying flu shots to residents. Ms. Gibson informed us that flu shots would be provided next year. She also said that it is now late in the season to get a flu shot but if a resident needs one, they would provide the shot if available.

MINUTES OF PREVIOUS MEETING

Commissioner Eddins made a motion that the minutes of the November meeting be accepted. Commissioner Coffey seconded the motion and the minutes were approved.

REPORT OF RENTAL INCOME & MONTHLY MANAGEMENT REPORT

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

Dr. Owen L. Murphy Apartments:

Rent: \$17,804.00

RAP: 1,553.00

Vac. Loss: 00.00

There is a waiting list of twenty-three (23) for efficiencies and zero (0) for one bedroom units.

Virginia Connolly Residence:

Rent: \$11,125.00

RAP: 2,723.00

Services: 17,927.00

Vac. Loss: 552.00

There is a waiting list of two (2) for VCR units.

Inquiries and application requests continue to be active, with one (1) showing and ten (10) application requests for Murphy, and three (3) showings and two (2) application requests for Connolly.

ADVERTISING

-Lorraine reported that she continues to submit ads on a weekly basis to SCTV Headline News and is also advertising in Southwoods Magazine and the Yankee Flyer on a monthly basis since these two publications seem to be the most popular venues for advertising. She also reported that we have advertised in the Granby Drummer for a couple of months and will submit a new ad for the February issue since there is no January issue.

Commissioner Howland reported that she placed an ad in her church bulletin. She and Commissioner Eddins will contact all local churches after the first of the year to make personal contact with the Outreach person and also to advertise in their bulletins/newsletters. Lorraine will continue to send letters and brochures to organizations, companies, nursing homes, and others on her list.

MURPHY APARTMENTS

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

-Joe reported that he will be attending a meeting of the Subcommittee on Housing of the Aging and Disabilities Commission along with a representative from the Farmington Valley Supportive Housing Coalition and two organizations from the town of Simsbury involved in housing on December 17, 2008.

VIRGINIA CONNOLLY RESIDENCE

-Lorraine distributed the December calendar of activities to the Commissioners for their review.

-Lorraine reported that a surprise fire drill was held on November 19. All but one resident left the building. The Fire Marshal was very pleased with the fire drill and will hold another one in the spring. Nancy wrote a critique of the fire drill which was distributed to the Commissioners. She will also continue to review fire safety and evacuation at the monthly Tenant Council Meetings.

-Lorraine distributed the minutes of the November Tenant Council Meeting to the Commissioners for their review.

OLD BUSINESS

-The Commissioners reviewed the Action Items from the previous meeting, removed all completed items and adjusted dates on incomplete items. The Commissioners asked to have Nancy set a target date for completion of the Vial of Life.

-Joe distributed the Grant & Donation Status Report. The only donation thus far has been the \$2,500 received from TD BankNorth. However, the family of a former resident has promised a memorial donation. Joe will be contacting the family. Although the economy is bad, he will still pursue other sources for donations. Joe will follow up with the town attorney regarding applicability of statutes on solicitation.

-Lorraine reported that she and Commissioner Howland met with Mark Hopper and Steve Therault of Schoenhardt Architecture on Monday, November 24, 2008 to review the Long Range Plans for the Murphy Apartments and also the Virginia Connolly Residence. Commissioner Howland reviewed the preliminary both facilities. Everyone agreed that the Virginia Connolly plans could work with some fine tuning however, the Murphy plans looked awkward.

Commissioner Howland informed the Commission that at our next meeting which is scheduled for Wednesday, January 7, 2009, Mr. Hopper and Mr. Therault will have an entirely new plan for the Murphy apartments. This new plan will have a series of brand new buildings build around a center green area with the roadways and parking along the outskirts of the property giving the facility a more communal feeling.

-Commissioner Howland reported that the contract for the tub cuts will be signed on Wednesday, December 17, 2008 and that a sample tub cut may possibly be done before the end of the year. She also reported that the

main contract for the renovations and upgrades has been awarded to Nosal Builders, Inc. of Durham, CT. A tentative date of Monday, January 5, 2009 has been set for the signing of the contract. In addition, Joe reported that Willco has completed installation of the new trash compactor. -Commissioner Pasquenza has deferred review of the Commissioner Handbooks to a later date as new handbooks will be coming out soon.

NEW BUSINESS

-Lorraine reported that the response to the clerical assistant ad has been enormous and she will acknowledge receipt of the applications. She also distributed a copy of the job description for this position and asked that the Commissioners give her feedback by Monday, December 15, 2008. We are looking to have the position filled by the first week of January, 2009.

There being no further business, the meeting adjourned at 9:15 PM and the Commissioners entered into Executive Session.

It was noted that our next meeting is scheduled for Thursday, January 8, 2009 at 7:00 PM.

Respectfully Submitted,

Lorraine Cianfarani
Secretary