

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
April 12, 2024**

The Regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on April 12, 2024. The meeting was called to order by Chairman Cheryl Cook at 8:06 a.m. In attendance were, Vice-Chairperson Sandra Fleet, Commissioners, Pradeep Bajaj, Amber Abbuhl, Joyce McKusick, Executive Director Christine Winters and Housing Administrator, Lori Lubetkin. Curtis Looney, BOS Liaison, was absent.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

The Board of Commissioner’s welcomed our new Board Member, Amber Abbuhl.

PUBLIC AUDIENCE

No Public audience.

MINUTES OF THE PREVIOUS MEETING

The minutes of the March Board Meeting were reviewed by the Board. Vice-Chair Fleet made a motion to accept the minutes, seconded by Commissioner McKusick. All voted in favor, motion carried.

BOARD OF SELECTMAN LIAISON REPORT

No Report.

RESIDENT COMMISSIONER REPORT

Commissioner McKusick reported that about eighteen residents came out for the Eclipse. The Executive Director bought Eclipse glasses for everyone to wear and they thoroughly enjoyed watching the Eclipse.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave an update on the vacancies. We are also waiting for the final Audit for 2022. The Auditing firm should be starting on the 2023 very soon.

- On April 8th, was the Solar Eclipse. We had the proper glasses for everyone to wear so they could experience the eclipse.
- Judge Tancredi came on April 10th and gave his presentation on senior scams. Everyone thought it was extremely informative.
- Resident Council met on March 13th.
- The Garden Club will meet on April 23rd. They are excited about the Eagle Scout project and having more room to grow more produce!
- Mary Root’s “Everybody’s” exercise is on every Monday.
- There will be a resident meeting on April 18th!
- Nurse Lori holds a “Health Chat” once a month.

The Assisted Living is providing services to 53% of occupancy.

COVID –

No issues to report.

OCCUPANCY REPORT

The Executive Director provided an update on the vacancies. As of March 31st, there were five vacant units at the Dr. Owen L. Murphy Apartments. One resident moved in April and one unit is the Fire unit.

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As of March 31st, there were three vacant units at the Virginia Connolly Residence. The Housing Administrator is working with two residents, one moving in April and the other in May.

COMMUNICATIONS

No Communications

RESIDENT ISSUES/CORRESPONDENCE

The replacement of the alarm system in the court yard where there was a fire is going to begin the week of the fifteenth. As soon as I receive the three proposals required to apply for the grant monies, we should be able to move forward with the grant application to replace the system for the entire property. Once the replacement is complete in the court yard, the contractor can finish the repair work on the fire unit.

OLD BUSINESS

We held a training with Trauma Services at VCR on March 12th. Twenty-four people attended. There were four from Social Services, six from FVHD, one from the Fire Department, five from a contractor, two of our ALSA nurses, two from dining services and our four staff.

NEW BUSINESS

We are waiting for the Eagle Scout to begin his project for the new raised garden beds. Our Garden club is excited to get more room to grow!

The transition process has begun with Northwest Community Bank. Two CD's are maturing from VCR and the Executive Director suggested to have the monies deposited into our checking account, so we can utilize the funds for the transition and can be put into CD's at Northwest Community Bank. There is also one more CD for DOLMA that matures on May 28th, 2024, and the Executive Director suggested we do the same for that one. Commissioner McKusick made a motion to allow the Executive Director to put the monies from both VCR and DOLMA, into our checking accounts so that we can open the new CD's at Northwest Community Bank. Chairman Cook seconded the motion, all voted in favor, motion carried.

We have set up dates for Onsite/Insite to complete the CNA for both properties. VCR will be on Friday, May 10th and DOLMA will be on Monday, May 13th.

A resident's car was stolen out of the parking lot next to the Community Room at DOLMA last month. Our maintenance supervisor walks during his lunch hour and spotted the vehicle in a parking lot one street over. I called dispatch and they sent someone over to see if it was his car and it was in fact his!

The Housing Administrator has taken a course from the FVHD and was certified as an instructor for an eight-week class called "A Matter of Balance". This program will begin on May 16th and will run every Thursday from 1:30 – 3:30 p.m.

The Floors at VCR will be stripped and waxed this month.

As this is our Annual Meeting, there needs to be a vote of the Slate of Officers. The proposed slate is included in your packet. Chairperson: Cheryl Cook, Vice Chairperson: Sandra Fleet, Treasurer: Pradeep Bajaj, Secretary: Housing Authority Executive Director. Pradeep nominated Amber Abbuhl as Treasurer. Chairperson Cook made a motion to amend the proposed Slate with Amber as Treasurer, seconded by Vice Chair Fleet. All voted in favor, motion carried.

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NEW BUSINESS CONT'D

The proposed Budget for Fiscal Year 2024 – 2025 is included in your packet and needs review and approval before being submitted to the State. The overall increase is 5.5%.

Vice Chair Fleet made a motion to accept proposed budget for Fiscal Year 2024 – 2025, seconded by Commissioner McKusick. All voted in favor, motion carried.

I have contacted another provider for Security Services. Our current provider has increased their price by 12%. The new provider has agreed to honor our current price for the first year, then will increase \$1.48 per hour after that, which is reasonable.

I was contacted by Masonicare who informed us that they have have closed their business with a facility in Seymour. As I was concerned regarding our community, they reassured me that there is no sign of that at this time.

A memorandum is being sent to all residents at VCR regarding soliciting. It was brought to our attention, that a family member has been soliciting the residents for their services. The family member says they are not soliciting; however, we have confirmed that they have been passing out their business cards, even after an exercise class. As a Congregate community, we are to ensure our residents safety. We are a locked community for a reason; to keep our residents safe. Any contractor that performs a service here is licensed, insured and vetted. We have no knowledge of any of these requirements of this family member. We do not allow anyone to enter the building and go “Door-to-Door”. There is a sign at the entrance to our property stating such, and it will also be put in the lease.

Other Business

The next round of ARPA funding has been received. The orders have been placed for concrete bases for the site lighting. They should be able to begin replacement in late April

Executive Session

Chairperson Cook made a motion at 9:56 a.m. to move into Executive Session, seconded by Vice Chair Fleet. Chairperson Cook made a motion to exit Executive Session at 10:10 a.m., seconded by Commissioner McKusick.

A motion was made by Chairperson Cook, seconded by Commissioner McKusick to approve the proposed salary increases. All voted in favor, motion carried.

A second motion was made by Chairperson Cook, seconded by Vice Chair Fllleet, to approve a proposal for unused time off. All voted in favor, motion carried.

ADJOURNMENT

There being no further business to discuss, a motion was made by Commissioner Abbuhl and seconded by Commissioner McKusick, to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 10:19 a.m.

Respectfully Submitted by,

Christine Winters
Executive Director/Secretary