

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY**  
**BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES**  
**August 17, 2017**  
**SUBJECT TO APPROVAL**

A special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on August 17, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:00 P.M. In attendance were Commissioners Cheryl Cook and Woody Eddins and Executive Director Ed LaMontagne. Commissioners Oliver Dickins and Kay Coffey; were excused.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the May 11, 2017 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

**Program Updates**

- The 2015 Small Cities Grant was closed out after a final walk through on June 22<sup>nd</sup>.
- On Friday, July 28<sup>th</sup> the Governor announced that the Simsbury Housing Authority was selected to receive a 2017 Small Cities Grant. The grant, in the amount of \$750,000.00 will be used to replace the generator and underground oil tank, as well as repaving the roadway and replacing sidewalks at VCR. New energy efficient storm doors will be installed at the Dr. Owen L. Murphy Apartments. A pre-bid meeting was held on Wednesday, August 16<sup>th</sup>. It is expected that the job bids will go out in two weeks with contracts signed by October 1<sup>st</sup>. The DOLMA storm doors, VCR generator and UST are hoped to be completed in fall with the VCR roadway/sidewalks completed in the spring.
- Our FY 18 budget was submitted to the state in late spring. CHFA has approved the budget for the Dr. Owen L. Murphy Apartments; however the Elderly Rental Assistance Program subsidy request (\$30,972) for the Dr. Owen L. Murphy Apartments is pending based on the approval of a state budget. We did receive our Resident Services Coordinator Program allocation for 2017-18, which had a \$290.00 increase. We also received our approved management plan for VCR/Congregate, which had a decrease of \$13,928.00.
- The Simsbury Deputy Fire Marshall conducted the annual fire inspection of the Dr. Owen L. Murphy apartments and the Virginia Connolly Residence on June 23<sup>rd</sup>. Eight minor violations were noted, primarily lack of documentation by outside contractors. The violations will be followed up on and appropriate documentation will be forwarded to the Fire Marshall's office.

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- The part-time maintenance staff was terminated from his position effective June 30<sup>th</sup>. A college student was hired, on a temporary part-time basis (25hrs. per week) to work during the months of July and August. An ad for a part-time maintenance staff was placed in the Yankee Flyer and will run the entire month of August. To date five resumes have been received. Interviews will be taking place over next two weeks with a hire date of September 11<sup>th</sup>.
- The CHFA asset manager for our properties will be here for his annual visit on August 22<sup>nd</sup>. At that time he will perform a site visit/management review.
- An auditor from Mahoney Sabol performed a primary document review on August 3<sup>rd</sup> for the FY 16-17 fiscal year. The full audit will not be completed until the fall.

**Murphy Apartments**

- Two security cameras have been installed on the Community Building at the Dr. Owen L. Murphy Apartments. The cameras are uploaded to a laptop computer located on the security desk at the Virginia Connolly Residence, where they can be viewed continuously. The images are also maintained on a VCR for a forty-five day period.
- Apartment 28 has been professionally cleaned, painted, electrical system upgraded, new kitchen cabinets installed, a new walk-in shower was installed, installation of new energy efficient lighting, new baseboard heaters, lever handles on the interior doors, new blinds, and new appliances. New baseboard will be installed on August 24<sup>th</sup> and the apartment will be ready for rent up September 1st
- Apartment 21 has been professionally cleaned, painted, electrical system upgraded, new kitchen cabinets installed and a new walk in shower installed. The ceiling in the bathroom, which was covered in mold, was also replaced.
- The work on apartment 30 has yet to begin, with the exception of electrical upgrades.
- The leaseholder in Apartment 18 passed away on July 15<sup>th</sup>, but her son is still residing in the apartment. State law considers the son a “tenant” because he established residency. The rent for the apartment was paid through July 31<sup>st</sup> and efforts were made to encourage the tenant to move out. However, he is still in residency, therefore, eviction proceedings were initiated. Our attorney issued a notice to quit on 8/10/17, which was delivered by the Marshall. The individual needs to vacate by 8/20. If still there on 8/21 our attorney will move forward with lawsuit.
- The AC/Heat Pumps in three apartments have a mold issue, which according to the tenants is causing health issues. Beacon Mechanical has been contacted to provide a thorough cleaning of the units.
- On August 15<sup>th</sup> Eversource turned off the power to Apt. 67 due to lack of payment. We are working with Simsbury Social Services and family for resolution.

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**Virginia Connolly Residence**

- A significant number of lightbulbs in the hallway ceilings are burning out after only two years of use. A representative from JK Energy is working on the problem.
- Glendale Dining Services has initiated a new protocol by providing hydration stations at their accounts. The hydration station is located in the lounge and includes water infused with various fruits.
- One of the refrigerators in the kitchen is not keeping the correct temperature. It has been repaired twice, but the issue seems to be with the compressor. Glendale will purchase the refrigerator and bill us on a monthly basis.
- The nurse Supervisor of the Assisted Living Services Agency has tendered her resignation from Masonicare effective July 7<sup>th</sup>. She will continue to work on a per diem basis while Masonicare conducts an employment search for another nurse. Existing Masonicare nurses will also fill in during this time.

**NEW BUSINESS**

**VCR Solar Proposal:** Grid Alternatives, in concert with CHFA and the Green Bank, has submitted a proposal for installing solar panels on the roof of VCR. However, VCR is billed, by Eversource, at a commercial rate versus a residential rate, which makes a marked difference in the cost savings when utilizing solar. A representative from Eversource will visit VCR on August 24<sup>th</sup> to determine if the rate can be changed from commercial to residential. It was recommended that we wait until the visit by Eversource to determine if it is economically feasible to proceed.

**Proposed Change in VCR Housekeeping Services Contract:** It was proposed that the housing authority change housekeeping services from the Clean Image to T&A Cleaning Services. T&A submitted a proposal with a monthly cost of \$2,000, a \$400.00 decrease from our existing contract. It was recommended that T&A be asked to forward a three year contract at the \$2,000/month cost. The Clean Image requires a thirty day notice.

**Proposed Smoke Free Housing – DOLMA:** The Housing and Urban Development Department has issued a ruling, effective February 3, 2017, that housing authorities adopt a non-smoking policy. While this rule does not affect those housing authorities that do not have HUD housing, many housing authorities see a benefit in adopting the HUD plan. It was recommended that the SHA develop a draft smoke free policy for the Dr. Owen L. Murphy Apartments, by February 1, 2018, for board approval.

**DOL Subsidized Program:** The Jobs First Subsidized Employment Program provides qualified workers to assist companies with staffing needs. The wages and benefits are paid directly to employees by AmericanJobCenter. The individuals would work for 10 weeks at 20 hours per week. The SHA would be responsible for providing meaningful and productive work.

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Staff recommends that a groundskeeper person be considered to assist with fall leaf pick up/cleanup. The Board authorized the Executive Director to sign the agreement with the American Job Center.

**EXECUTIVE SESSION:**

A motion to go into Executive Session was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

A motion to return to regular session was made by Commissioner Eddins and seconded by Commissioner Cook. Motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Vice Chairman Eddins to adjourn the meeting, seconded by Commissioner Cook. Motion carried.

Chairman Zappile adjourned the meeting at 6:45 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director