

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
SEPTEMBER 14, 2017  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on September 14, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:05 P.M. In attendance were Commissioners Cheryl Cook, Oliver Dickins and Woody Eddins, Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

**GUEST:** Ahna Johnson, GRID Alternatives

Ahna Johnson provided an overview of a solar proposal for the Virginia Connolly residence. Discussed were the association with CT Green Bank, PPA price, power purchase agreement and potential savings by utilizing solar.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the August 10, 2017 special 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**

- The contract for the Small Cities Grant had to be returned to the state for corrections. When it is returned to the town bidding will be able to take place on the SHA projects. It is hoped that the generator and storm doors will be installed this fall with the UST and roadway/sidewalk work being completed in the spring.
- The SHA is still waiting to hear from DOH regarding any cuts to the Elderly Rental Assistance Program subsidy. \$30,972 has been budgeted for the FY17-18 fiscal year.
- The SHA had 1,500 gallons of #2 heating oil at the end of the contract year. The town has arranged the sale of the excess oil to the Town of Windsor.
- Tim O'Connor has been hired in the position of part time Maintenance Assistant effective September 11<sup>th</sup>.
- The CHFA Asset Manager was at SHA for a bi-annual site visit/management review. It was indicated that the property appeared to be in decent, safe and sanitary condition and in good repair.
- Three representatives from FDIC interviewed the ED for the purpose of providing an opportunity to share pertinent information about demographic, economic and financial needs of the community related to affordable housing.
- The SHA has established an informal partnership with the Farmington Valley VNA for providing monthly blood pressure and blood screening to residents at the Dr. Owen L. Murphy Apartments. They will also be providing a flu clinic in the fall.

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**Dr. Owen L. Murphy Apartments**

- Five apartments are in various stages of rehabilitation. One apartment is completed and ready for rent up.
- The “tenant” in Apt 18 has vacated the premises and it will now be prepared for rent up.
- Six of the apartment ac/heat pumps have been professionally cleaned. They will continue to be done on an as needed basis.
- A summer picnic was held on August 18<sup>th</sup> with thirty-five residents attending.

**Virginia Connolly Residence**

- A new security camera has been installed on the rear door facing northeast toward the fire road to ENO Farms. The camera can be viewed on the laptop in the Security office.
- A leak occurred in the toilet of Apartment 113 in the early morning of August 25<sup>th</sup>, which affected four apartments. An industrial fan was brought in to assist with drying out the apartments.
- The chef for Glendale Senior Dining Services left his position on September 1<sup>st</sup>. Tom Pleva has been hired by Glendale to assume the Chef position effective October 2<sup>nd</sup>.
- A new nurse has been hired by Masonicare to supervise the Assisted Living Program. Tammy Schwartz, RN began her responsibilities on August 28<sup>th</sup>.

**FINANCIAL REPORT**

An updated FY 17-18 budget was presented with the reduction of \$13,928 in RAP dollars. The financials for the month of August and year to date were reviewed. As of this date the SHA is in good financial standing.

**CORRESPONDENCE**

Three letters from residents at the Dr. Owen L. Murphy apartments were presented.

**RSC REPORT**

No report was available.

**RESIDENT VACANCY STATUS**

Currently there are six vacancies at the Dr. Owen L. Murphy Apartments and zero at the Virginia Connolly Residence. There is a waiting list for both properties.

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**OLD BUSINESS**

- **Review of Action Items:** Six items have been completed and six are in process.
- **VCR Solar Proposal:** Discussion was held with regard to the proposed solar installation on the Virginia Connolly Residence. Commissioners would like a copy of the PPA and work order to be reviewed by the SHA attorney as well as a check on references. Also, a follow –up with Tom Roy, Simsbury Public Works Director, was indicated. Of concern was the twenty year length of the agreement.
- **Proposed Change in Housekeeping Contract:** It was recommended that the SHA change the housekeeping contract at VCR. A proposal was submitted by T&A Done Right Cleaning Services for three years at \$2,000.00/month, which is \$400.00/month less than the current contract. The Commissioners gave approval to the Executive Director to sign the contract with T&A and to give the current housekeeping service a thirty-day notice.

**NEW BUSINESS**

- **Draft Maintenance Assistant Job Description:** The draft job description was reviewed and unanimously approved by the commissioners.
- **Quarterly Police Department Report:** The report covering the period from January 2017 – June 2017 was reviewed.
- **Other:** JK Energy will be replacing the common area lighting at VCR with new led bulbs. This will be at no cost to the SHA.

**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 Dickens. 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 8:35 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary