

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JANUARY 14, 2016
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 14, 2016 at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by Chairman Ron Zapille at 6:06 P.M. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, Woody Eddins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

ACCEPTANCE OF MINUTES

Regular minutes of December 3, 2015

Commissioner Cook made a motion to approve of the regular meeting minutes of December 3, 2015. Commissioner Eddins seconded. All were in favor and the motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on town happenings which included the proposal to install security cameras on Iron Horse Boulevard, a potential Solar Energy site, an update on the new Senior/Community Center, the current town financial report and the status of the Hartford Insurance property.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne reported that the town received the Assistance Agreement, for the Small Cities Grant, from the State on December 23rd. He stated that unfortunately the new roof for the Virginia Connolly project will now have to be postponed until the spring, which will necessitate re-bidding the project. Bids will also be issued at this time for the roadway construction project. These actions are planned for March or April.

He reported on the recent water damage incident that affected several apartments at VCR, two of which were heavily damaged. An insurance claim was made and arrangements were made with Belfor Restoration to restore the apartments. Belfor negotiated the cost of construction with the insurance company and a contract for the job was signed on January 11th. The cost to repair the damage is approximately \$38,000. Reconstruction work will begin shortly. Measures are being taken to ensure that an incident of this type does not reoccur.

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Executive Director LaMontagne stated that CRI, which is a sub-contractor of Eversource, completed energy conservation measures in all of the Owen Murphy apartments. Window and door leaks were sealed; ceiling insulation was checked; and shower heads and faucet aerators were changed over. Another contractor checked and replaced lighting fixtures in 14 apartments. They will be returning to complete the work on the remaining apartments. He stated that he is following up on the possibility that Eversource will replace any refrigerator over ten years old with an energy efficient one at no cost to the Housing Authority.

He reported that he contacted our Associate Accountant at the Department of Housing concerning recent State budget reductions to the Department of Housing. She responded that the congregate subsidy and ERAP subsidy will not be affected by the budget holdbacks.

He reported that timed locks were installed at the Community Room and Laundry Room at the Owen Murphy Apartments. Motion lights were also installed to regulate lighting.

Executive Director LaMontagne stated that the Simsbury Women's club contacted him regarding a contribution to the Housing Authority. He forwarded to them suggestions for replacement of the benches in front of the Virginia Connelly Residence; the purchase of new chairs for the multi-purpose room; or the purchase of a new computer table for the multi-purpose room to accommodate an additional computer.

He reported that a family member of a resident at VCR donated the sum of \$780 to provide additional Balance Classes for the residents. We now are able to offer the class two days a week from January through June.

He reported that the new tractor and attachments was delivered on December 23rd.

Financial Update

Copies of the monthly financial report were distributed for the period ending December 2015 along with an up to date Repairs, Maintenance and Replacement Report. Certain budget line items were discussed and Executive Director LaMontagne responded to questions put forth by the Board.

Correspondence

There was no correspondence to report at this time.

MARKETING

Housing Administrator Christine Winters reported that there were no changes to the Marketing Schedule at this time.

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RENTAL UPDATE

Ms. Winters reported that, as of December 31st, there were four vacancies at the Dr. Owen L. Murphy Apartments and two at the Virginia Connelly Residence. She expects that these vacancies will be filled shortly.

OWEN MURPHY APARTMENTS

Update

- Copies of the minutes of the Resident's Meeting held on November 24th were distributed.
- An issue with regard to a tenant complaining of mold in her apartment and the resulting conflict involving many individuals in town was discussed. The mold issue has been corrected.

VIRGINIA CONNOLLY RESIDENCE

Update

Minutes of the resident meeting held on December 29th were distributed.

Assisted Living Services

Currently there are 24 residents (60%) on assisted living services.

Programs

The Activities Calendars for the month of January was distributed.

OLD BUSINESS

Action Items were reviewed and it was determined that the Transportation Review Study, Contractor Review of DOLMA upgrade, and landscaping enhancements would be on-going. CRT Home Energy Solutions, Girl Scout and Eagle Scout projects, VCR Roof Bids, Site Improvement Bids, Chamber After Hours Event, DOH Funding and Emergency Evacuation Plan for VCR were given new dates. The event to recognize the 25th Anniversary of VCR was completed.

NEW BUSINESS

Executive Director LaMontagne proposed that two maturing CD's at Windsor Federal be moved to Simsbury Bank. Commissioners were in agreement.

He reported that the IRS standard mileage rate for employee reimbursement was reduced to \$.54 cents from \$.575 effective January 1, 2016.

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He distributed copies of an electrical usage comparison from May 2013 to December 2015 to the Board. The comparison indicated that there have been cost savings due to the switch over to energy efficient lighting, however not to the extent as initially indicated.

Copies of the Mahoney Sabol Audit Report for the Simsbury Housing Authority for the year ending June 30, 2015 were distributed to the Board for their review. Executive Director LaMontagne provided a written summary of the audit.

A proposed rent increase to be effective in July 2016 was discussed. Meetings with residents and Commissioners will be scheduled for April of 2016.

EXECUTIVE SESSION

A motion to adjourn to Executive Session was made by Commissioner Cook and was seconded by Commissioner Dickins. Motion carried. Housing Administrator Winters was excused.

A motion to return to Regular Session was made by Commissioner Eddins and seconded by Commissioner Coffey. Motion carried.

ADJOURNMENT

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried. Chairman Zappile adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

E. J. LaMontagne

Edward J. LaMontagne
Executive Director