

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
FEBRUARY 11, 2016  
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on February 11, 2016 at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by Chairman Ron Zappile at 6:05 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 January 14, 2016.

Commissioner Cook made a motion to approve and was seconded by Commissioner Coffey. All were in favor and motion carried.

**BOARD OF SELECTMEN LIAISON REPORT**

Board of Selectman Liaison Cheryl Cook reported on town activities which included reappointments made by the Board; a report on the progress of the proposed new Senior Center; an update on the Community for Care panel discussion to be held on February 24th; plans for a discussion of Senior issues which will be televised on April 6; and ordinances regarding the use of Open Space in town.

**EXECUTIVE DIRECTOR'S REPORT**

**Program Updates**

Executive Director LaMontagne reported that bid documents for the Virginia Connolly roof and the property roadway projects are expected to be finalized and sent out at the end of February for the roof and March for the roadway. It is expected that the roof will be completed in early April and the roadway in May of 2016.

He reported on the VCR water damage that occurred recently stating that the loss and damage agreement with the insurance company resulted in their issuing a check for \$56,580.47 minus our \$2,500 deductible. The work on the damaged apartments is expected to be completed by the end of February.

Because of the reconstruction work that might be in progress here in March, it was decided not to host the Chamber Business After Hours event here at this time. However, a "Good Morning Simsbury" event is scheduled for Wednesday, October 26th from 8:00 to 9:00 a.m. and will be held in the dining room of VCR.

Executive Director LaMontagne stated that now that the new roof is in sight for VCR, we will be investigating the opportunity to take advantage of Solarize SSHA, which is a program that provides low-cost renewable energy opportunities to State Sponsored Housing Authorities. It is an opportunity to investigate the possibility of going solar at VCR.

He stated that due to a conflict of schedules, the March meeting of the Board of Commissioners will be held at the Simsbury United Methodist Church at 12 noon on March 10th. Lunch will be served.

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**Financial Update**

Copies of the monthly financial report for the period ending January 31, 2016 were distributed along with an update on salary expenses as of January 31, 2016. Certain line items were discussed and Executive Director LaMontagne responded to questions put forth by the Board.

**Correspondence**

A letter was received from the Chamber of Commerce verifying the October Breakfast date to be held at VCR.

**MARKETING**

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

**RENTAL UPDATE**

Housing Administrator Winters reported that there were four vacancies at the Owen Murphy Apartments, two of which are in the process of being filled. There are five vacancies at Virginia Connelly. She expects that all of these will be filled shortly

**OWEN MURPHY APARTMENTS**

Discussion was held with regard to an incident concerning a guest of one of the residents. It was recommended that we investigate adding language into our lease regarding illegal drugs.

A grant request will be submitted to CHFA for installation of an automated handicapped opener for the main door of the Community Building.

Copies of the monthly activities calendar were distributed.

**VIRGINIA CONNOLLY RESIDENCE**

Executive Director LaMontagne reported that defective water lines in the Lounge and Dining Room have been replaced, and that all piping would be changed over from copper to PVC on an as-needed basis.

**Assisted Living**

Currently there are 25 residents receiving assisted living services.

**Program**

The Activities Calendar for the month of February was distributed. Commissioners were pleased with the number and quality of programs for the residents.

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**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 Good Morning Simsbury, DOH Funding and Emergency and Evacuation Plan for VCR have due dates. The Development of a New Resident Orientation Program and Investigation into Solarizing SSHP were added to the list.

**NEW BUSINESS**

Executive Director LaMontagne presented a form to be signed by the Commissioners to open two CD's at the Simsbury Bank. These CD's were transferred from Windsor Federal Savings Bank.

A proposed rent increase to be effective in July 2016 was discussed. It was determined that a March 18<sup>th</sup> meeting of the Commissioners and residents would take place – VCR at 10 a.m. and Owen Murphy at 11 a.m. Information was distributed explaining the increases for each property.

**EXECUTIVE SESSION**

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

A motion to return to Regular Session was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Eddins and seconded by Commissioner Cook. Motion carried. Chairman Zappile adjourned the meeting at 7:40 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary