

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

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on April 14, 2016 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:08 P.M. Also in attendance were Commissioners Cheryl Cook, Woody Eddins, Kay Coffey; and Executive Director Ed LaMontagne. Housing Administrator Christine Winters was excused.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

**MINUTES OF THE PREVIOUS MEETING**

Regular minutes of the March 10, 2016.

Commissioner Cook made a motion to approve and was seconded by Commissioner Coffey. Motion carried.

**BOARD OF SELECTMEN LIAISON REPORT**

Board of Selectman Liaison Cheryl Cook reported on town happenings which included the town budget and town property uses.

**EXECUTIVE DIRECTOR'S REPORT**

**Program Updates**

Executive Director LaMontagne reported on the bidding results for the projects planned for the property. The bids for the roof on Virginia Connolly and the paving project left questions to be answered and will have to be postponed until correct paper work is received, and a revised site plan by the engineers takes place. It was suggested by the Commission that a representative from Wagner Associates meet with the Board to explain delays. It appears that work will not be completed before May or June.

He reported that the repairs done as a result of the recent water damage at Virginia Connolly have been completed, and the displaced residents have returned to their apartments. All repairs were completed by April 4th.

Executive Director LaMontagne stated that the Health Plan for the employees has been renewed. The cost of the new plan is higher per month than the old one, but employees will be contributing more towards the new plan which should offset the increase.

He reported on site improvements planned for the property. They include landscaping of the first circle coming in the driveway and a concrete base for the new benches at the front entrance of VCR.

He reported that we are monitoring legislation relative to housing that is now being considered. As for the State budget, there are concerns that there may be additional cuts to the Elderly Congregate Rent Subsidy.

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

Executive Director LaMontagne reported that he and Kay Coffey attended a luncheon hosted by the Simsbury Women's Club. At that time we were presented with a check for \$1,500, which will be used to purchase two new weather-resistant benches for the entranceway to the Virginia Connolly Residence.

He stated that on Friday, April 17th we will hold a special luncheon to honor our volunteers who have given their time and services to the Simsbury Housing Authority during the year.

**Financial Update**

Copies of the monthly financial report were distributed for the period ending March 31, 2016. Certain line items were discussed and Executive Director LaMontagne responded to questions put forth by the Board, and stated that overall the report is favorable.

**Correspondence**

Three letters were received concerning audits from the Department of Housing regarding our state contracts and monies owed the state, which were not used last fiscal year.

**MARKETING**

In the absence of the Housing Administrator, Executive Director LaMontagne reported that the vacancy signs have been replaced on the front of the property. Our ad has been placed in the Chamber of Commerce Directory for another year.

He presented to the Board a picture that appeared in a local newspaper, showing residents interacting with a therapy dog that was brought in recently for a visit.

**RENTAL UPDATE**

It was reported that as of the end of March there are three vacancies at Owen Murphy and three at Virginia Connolly. Ms. Winters is currently interviewing potential residents and expects these vacancies to be filled shortly.

**OWEN MURPHY APARTMENTS**

**Updates**

There have been many positive comments concerning the automatic door opener recently installed in the Community Center.

A Resident Meeting is scheduled for April 28th.

**VIRGINIA CONNOLLY RESIDENCE**

**Updates**

The residents recently enjoyed an evening of pizza and soda in the lounge while watching the UConn Women's basketball championship game.

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

A Resident Meeting is scheduled for April 19<sup>th</sup>.

**Assisted Living Services**

Masonicare will be taking over the Assisted Living Services Program on Wednesday, April 27<sup>th</sup>. There will be a “Meet and Greet” reception for residents and family members on April 20<sup>th</sup>.

Currently there are 24 residents receiving assisted living services.

**Programs**

Volunteers from Henry James School will be here on April 27 for a cleanup day on the property.

The South Granby Church will be here on Sunday, April 24 for a visit and will offer coffee and donuts to the residents.

The Simsbury Junior Women’s Club will be here on April 30<sup>th</sup> for a visit with the residents.

**OLD BUSINESS**

**Review Action Items**

Executive Director LaMontagne reported that he met with a Boy Scout who, as a project to earn his Eagle Scout Badge, will construct a bus shelter on the Owen Murphy property. This project will take place after the road paving is completed.

**NEW BUSINESS**

**VCR Survey**

He reported on the results of a recent resident survey conducted at Virginia Connolly.

**Rent Increase**

A motion to approve the proposed rent increase effective July 1 was made by Commissioner Dickins and seconded by Commission Eddins. All approved. Motion carried.

**2016-17 Budget**

It was determined that because CHFA requires that the budget be completed by April 30, the information will be sent by email to the Board for approval.

**Life Insurance**

Executive Director LaMontagne distributed an information sheet regarding the coverage of Life Insurance Benefits for Housing Authority Commissioners.

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

**ANNUAL MEETING**

Election of Officers for the coming year took place and the slate is as follows:

President, Ron Zappile  
Vice President, Woody Eddins;  
Treasurer, Oliver Dickins  
Secretary, Edward LaMontagne.

A motion to elect the slate as presented was made by Commissioner Cook, 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 Eddins. Motion carried. Chairman Zappile adjourned the meeting at 8:13 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Secretary