

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

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on August 11, 2016 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:10 P.M. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Woody Eddins was excused.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the July 9, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried.

**BOARD OF SELECTMEN LIAISON REPORT**

Board of Selectman Liaison Cheryl Cook reported on town happenings which included the application for a grant for a solar system which would aid lower income residents. She also reported on the subject of the Charter Revision which she stated will be a referendum on the ballot in the fall elections. She also pointed out the various events planned by the Town for the fall season.

**EXECUTIVE DIRECTOR'S REPORT**

**Program Updates**

Executive Director LaMontagne reported that the roof replacement for Virginia Connolly was completed on June 20th. Even though there were two additional necessary change orders, the total cost of the roof replacement came in under the original contract sum. The difference will be added to the Roadway/Sidewalk project at the Owen Murphy property.

He reported that the contract for the improvements to the roadway and sidewalks on the Owen Murphy property has been signed and the work will begin on September 6th and will continue until approximately November 12th.

Referring to a map of the property, he pointed out the areas that would be affected on certain dates, and the plans that would have to be made for traffic coming into the property which would include ambulances, mail delivery, trash collection, etc. Also, plans for temporary parking for the residents during the construction were discussed.

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A pre-construction meeting and a meeting with the residents of Owen Murphy has been scheduled.

He reported that an article had been placed on the “Simsbury Patch” welcoming the new Glendale Senior Dining Services contractor as well as the new Chef Manager at the Virginia Connolly Residence.

The housekeeping service company at VCR cancelled their contract without notice on July 13<sup>th</sup>. We were reimbursed for the remainder of the month of July. A new company – Clean Image of West Simsbury was contacted and they will provide housekeeping services for the property.

He reported that the annual Fire Department inspection of the residences at both properties took place on August 1st. It was recommended that the heat detectors in the Owen Murphy Apartments be tested and replaced if necessary. A final report is forthcoming.

Executive Director LaMontagne stated that the audit for Fiscal Year 2015-16 began on August 2<sup>nd</sup>. The final audit should be available in September.

Also, an auditor from the Hartford Insurance Co. completed an audit of our Workers’ Compensation and Employees’ Liability for the past year, resulting in a \$136 refund.

He discussed the recent survey conducted by the residents of the Owen Murphy Apartments and there were 19 comments identifying areas to be looked at. Most of the areas have been addressed, and the rest are under consideration and cost analysis.

Executive Director LaMontagne distributed copies of the 2016-17 budget, which was approved by the Department of Housing, and he explained changes that have taken place as dictated by that department.

He reported that 12 residents attended the Simsbury Summer Theater’s production of “The Music Man” on August 6<sup>th</sup> at the Westminster Theater. Allied Transportation provided the bus. The event was offered at no cost to the residents.

**Financial Update**

A review of the financial statements for the period ending June 30, 2016 was conducted. After a discussion of the contents, Chairman Zappile complimented Executive Director LaMontagne on the satisfactory results of the financial situation

**Correspondence**

There was no correspondence to report.

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**MARKETING**

Housing Administrator Christine Winters reported that the usual methods of advertising were continuing which include ads in the *Yankee Flyer*, the Chamber of Commerce Membership Directory, street signs, along with an ad in the program for the recent Summer Theater production.

She reported on the Board of Selectmen Meeting presentation to be held on September 26<sup>th</sup> and stated that a draft of the presentation would be ready by the end of August. Chairman Zappile stated that we should have a “dry run” of the presentation at the September Board Meeting.

She noted that in addition to the regular methods of marketing, we will have a booth at Septemberfest on September 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>; sponsor a Simsbury Chamber of Commerce “Good Morning” Network event on October 26<sup>th</sup> and formulate plans for an Open House in the Fall of the year.

**RENTAL UPDATE**

Housing Administrator Winters reported that there are four vacancies at Owen Murphy, and one at Virginia Connolly.

**OWEN MURPHY APARTMENTS**

**Updates**

- Minutes of the Resident’s Meeting held on June 23<sup>rd</sup> were distributed along with the Activities Calendar for August.
- A resident meeting is scheduled for August 25<sup>th</sup> at which time the residents will be informed of the scheduled road work to be done on the property.

**VIRGINIA CONNOLLY RESIDENCE**

**Updates**

- Minutes of the meeting held on June 21<sup>st</sup> were distributed along with the activity calendar for the month of August.
- A Resident Meeting is scheduled for August 23<sup>rd</sup>.
- Commissioner Coffey stated that there have been some issues concerning the amount and quality of food being served by the new dining service operator. Ms. Winters has had discussions with the new chef. Mr. Zappile has asked Ms. Winters and Mr. LaMontagne to follow up with the residents.

**Assisted Living**

Assistant Living Services are proceeding well with the new company - Masonicare.

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**Programs**

Commissioners were presented with the monthly activities for both properties.

**OLD BUSINESS**

Action Items were reviewed and given target dates: The Evacuation Plan for VCR is in draft form; the new resident orientation plan is in place; Scout projects are ongoing; VCR roof replacement is completed; site improvements are in progress; presentation to the Board of Selectmen is scheduled for September 26<sup>th</sup>; Good Morning Simsbury and Open House are in planning stages.

**NEW BUSINESS**

Executive Director LaMontagne distributed a copy of a case incident report from the Simsbury Police Department citing incidents for the past year. It was noted that there were 136 calls and the report was broken down by type of incident.

A motion to enter Executive Session was made by Commissioner Dickins and seconded by Commission Cook. Motion carried.

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 Dickins and seconded by Commissioner Coffey. Motion carried. Chairman Zappile adjourned the meeting at 7:45 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary