

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
SEPTEMBER 8, 2016
SUBJECT TO APPROVAL**

CALL TO ORDER

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on September 8, 2016 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. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, Woody Eddins and Kay Coffey; Executive Director Edward LaMontagne and Housing Administrator Christine Winters.

PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE

Two residents from the Dr. Owen L. Murphy Apartments were in attendance at the Public Audience. They were Rosemary Beebe (Apartment 66) and Joanne Cohen (Apartment 68). They presented some incidents that occurred on the property recently. They were advised that the situations would be addressed by the Executive Director and the Board would be updated. They departed the meeting.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the August 11, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Ms. Cook reported that the town continues to pursue the application for a grant for a solar system which would aid lower income residents including the residents of the Owen Murphy Apartments and Virginia Connolly Residence.

EXECUTIVE DIRECTOR'S REPORT

PROGRAM UPDATES

DOLMA Roadway and Sidewalk Improvements

Mr. LaMontagne reported that the contractor has changed the work timeline schedule. The sidewalks will be completed first followed by the paving of the roadway. The project is still scheduled to be completed by early November.

The Murphy residents were provided a construction schedule at a meeting on August 25th. Mr. LaMontagne will meet weekly with the contractor, and a schedule for the work being done the following week will be distributed to the residents so that they will be informed. A temporary parking lot for resident vehicles is located on the grass area in the rear of Apartments 9-16.

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Mr. LaMontagne stated that he will be attending the Simsbury Public Safety Sub-Committee Meeting on September 15th to provide an update on the project.

Notices regarding the project will be distributed to vendors, family members, health care workers, delivery companies, etc. by September 12th.

Chamber Breakfast

Mr. LaMontagne stated that due to the change in the road construction project timeline, the Simsbury Chamber of Commerce “Good Morning Breakfast” scheduled for October 26th has been cancelled. It has been rescheduled for Wednesday, April 26th.

Unemployment Compensation

Mr. LaMontagne reported on a notice received from the Connecticut Department of Labor regarding a unemployment compensation payments for a former employee.

Ameresca Solar Project

Mr. LaMontagne reported that we had been contacted by Ameresco, who is working with the Town to install a large solar array which will be used to offset the electric bills of low to moderate income residents. The Housing Authority was contacted by the representative to be a potential participant in the program. We were listed in the RFP to the town as potentially realizing a benefit from this solar installation.

FY 15-16 Audit

Mr. LaMontagne stated that, even though the preliminary audit took place on August 2nd the full audit is not scheduled to be performed until October.

VCR Resident Information

Mr. LaMontagne reported that a new monthly newsletter was developed for Virginia Connolly residents to keep them informed of issues concerning health services, dining services, and program information. A copy of the newsletter is posted on the bulletin board, in the elevator and placed in the resident’s mailboxes.

Site Improvements

Mr. LaMontagne reported on recent site improvements. At the Owen Murphy Apartments dead trees were removed and other tree limbs which hung over apartments were trimmed. This work was performed to avoid potential issues during the winter months.

Improvements to the dining room at Virginia Connolly included new artwork and a new serving hutch. Also, on apartment turnovers, installation of new energy efficient lighting is planned as well as replacement of the metal bi-fold doors with more esthetically pleasing wooden doors.

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Mr. LaMontagne also stated that a plan is in place to repaint the VCR parking lot parking lines, handicapped parking, fire lanes and no-parking areas. There is also a plan to replace the sidewalk near the entrance to VCR for safety reasons.

Resident Fall Social Event

The Housing Authority is offering a social trip to the Magic Wings Butterfly Conservatory and Gardens in South Deerfield, Massachusetts on Thursday, October 13th. Transportation, admission and lunch will be provided by the Housing Authority. This event is offered at no cost and is open to residents from both Owen Murphy and Virginia Connolly.

FINANCIAL UPDATE

A copy of the financial statements for the period ending August 30, 2016 was distributed and discussed. Questions regarding certain line items were explained.

CORRESPONDENCE

There was no correspondence to report.

MARKETING REPORT

Ms. Winters reported that the usual methods of advertising were continuing which include ads in the *Yankee Flyer*, a new ad for SCTV and the “accepting applications” street signs. An ad was placed in the program for the recent performance of the Simsbury Summer Theater, the 2016 Chamber of Commerce Membership Directory and the CONN NAHRO Conference Program Book.

She reported on on-going services such as supplying brochures to various sites in town, as well as the Executive Director’s presence at various town meetings and functions. She stated that the Open House will be re-scheduled for the spring of 2017 due to the roadway work being done during the month of October. Mr. LaMontagne will also be manning the Housing Authority booth at Septemberfest this weekend.

RENTAL UPDATE

Ms. Winters reported that, as of August 31st, there were three vacancies at Owen Murphy. An individual is scheduled to move in in September. As of August 31st there are no vacancies at the Virginia Connolly Residence.

OWEN MURPHY APARTMENTS

Mr. LaMontagne discussed several resident issues.

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VIRGINIA CONNOLLY RESIDENCE

Discussion was held with regard to the Glendale Dining Service and it was noted that service was greatly improved. The residents are pleased with the changes that were made based on their suggestion. Chef Wagner is very happy to listen to suggestions and to act upon them. The chef also attended the last Residents meeting to ask questions and receive comments.

Assistant Living Services

Two aides have submitted their resignation. Masonicare is currently looking for replacements.

Programs

A coffee service for residents at VCR was started on September 6th. Free coffee is available from 8:00 a.m. to 10:00 a.m. in the lounge.

The program calendar, for both properties, for the month of September was distributed.

OLD BUSINESS

Action Items were reviewed and several items were deemed “on-going” which included Contractor Review of DOLMA Upgrade; Landscaping Enhancements; Emergency Evacuation Plan for VCR; New Resident Orientation Program; Investigation of Solar Program; Scout Projects.

Items stated as “complete” were VCR roof bids, planning and construction; Site Improvements – bids, planning. Target dates were set for the following projects: Presentation to the Board of Selectmen; DOLMA Roadway/Sidewalk Improvements; Chamber “Good Morning Simsbury” event; Planning and Conducting an Open House; and Small Cities Grant, Phase Two.

NEW BUSINESS

Request for transfer of funds

Mr. LaMontagne made a request to transfer \$5,000 from our VCR Municipal Reserve account at Webster Bank to our SHA account at Simsbury Bank. These funds will be used for the improvement of the Virginia Connolly Residence and for the betterment of the residents. These monies will be restricted for the intended use and will be accounted for periodically to the Board. A motion to approve this action was made by Chairman Eddins, and seconded by Commissioner Cook. Motion carried.

Board of Selectmen Presentation

The Board reviewed a draft copy of the power point presentation for the Board of Selectmen on September 26th. Several changes were recommended. Mr. Zappile asked Board members to attend the presentation.

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EXECUTIVE SESSION

A motion to adjourn to Executive Session was made by Commissioner Cook and was seconded by Commissioner Dickins. Motion passed.

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

ADJOURNMENT

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Cook and seconded by Commissioner Coffey. Motion carried. Chairman Zappile adjourned the meeting at 8:00 p.m.

Submitted by,

Edward J. LaMontagne
Executive Director/Secretary