

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
OCTOBER 13, 2016
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 13, 2016 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:00 P.M. Also in attendance were Commissioners Woody Eddins and Kay Coffey. Commissioners Cheryl Cook, Oliver Dickins and Housing Administrator Christine Winters were excused.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the September 8, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Eddins and seconded by Commissioner Coffey. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Due to the absence of Board of Selectman Liaison Cheryl Cook, there was no report.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Mr. LaMontagne reported on the road and sidewalk improvements to the Owen Murphy property, and stated that that the project is progressing well. The residents continue to be kept informed of the work scheduled each week, as well as the Town Fire, Police and Ambulance services. The project is expected to be completed with a ribbon cutting ceremony and reception, tentatively scheduled for November 15th at noon.

He reported that we received a call from the First Church of Christ in Simsbury with an offer that their Mission Board would like to complete a project of some type. The staff is looking at services that the Mission Board might undertake.

He reported that we had received from HAI Group, the company that handles our commercial liability and property insurance, a low loss achievement award. Only members with an average loss ratio below 50% are recognized.

On September 26th, Vice Chairman Woody Eddins provided the Simsbury Board of Selectman at their Town Meeting with a presentation on the Simsbury Housing Authority. Also in attendance were Executive Director Ed LaMontagne, Housing Administrator Christine Winters and Commissioner Kay Coffey. The Board was presented with a copy of the power point presentation and the Housing Authority brochure. The presentation was well-received by those in attendance.

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Mr. LaMontagne reported that the State Budget for the fiscal year 17-18 is being monitored. The Governor once again has asked the State departments to deliver their budgets with a 10% reduction. It was also announced that the residents' renters' rebate checks received from the Department of Social Services will be reduced by 7.5%.

He reported that the new artwork for the dining room has been hung and the new serving hutch is in place. Speakers have been installed for the listening enjoyment of the residents while at lunch.

He also stated that the repainting of the parking lines on the front parking lot have been accomplished, and the sidewalk at the entrance to VCR has been repaired

The Housing Authority offered a social trip to the Magic Wings Butterfly Conservatory and Gardens in South Deerfield, Massachusetts on Thursday, October 13th. Transportation, admission and lunch were provided, and the entire trip was at no cost to the residents. Residents from both Owen Murphy and Virginia Connolly took advantage of this enjoyable trip.

He stated that the auditors would be here on the 29th of October to finalize the audit for FY 15-16.

Financial Update

The financial statements for the period ending September 30, 2016 were distributed and various items were discussed and explained.

Correspondence

Mr. LaMontagne referred to a letter to the Board of Selectmen Chairman, which was sent to Lisa Heavner, Simsbury First Selectman, concerning our intent to apply for the 2017 Small Cities Grant.

MARKETING

In the absence of the Housing Administrator, Mr. LaMontagne gave the report on Marketing, stating that the usual means of advertising were in place. Mention was made of the activities that will be held in the future which include the Small Cities Grant Ribbon Cutting Ceremony in November, Chamber of Commerce "Good Morning" Network event and an Open House planned for the spring of 2017.

RENTAL UPDATE

Mr. LaMontagne reported that, as of September 30th, there were two vacancies at Owen Murphy and no vacancies at Virginia Connolly.

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OWEN MURPHY APARTMENTS

Mr. LaMontagne explained that our attorney has forwarded KAPA notices to two residents. The residents have fifteen days from the receipt of the letter to correct their lease violations.

Every three years a Pet Policy Questionnaire is distributed to the residents. The questionnaire asks if residents would like to continue with the existing pet policy or not. The residents have until November 4th to vote.

The Activity Calendar for the month of October was distributed.

VIRGINIA CONNOLLY RESIDENCE

A special luncheon has been planned to honor our veterans on November 10th. Special guests have been invited, and family members of the veterans have also been invited.

A resident meeting will be held on October 25th.

Assisted Living Services

Masonicare is currently providing services to twenty-six residents.

A quarterly meeting was held on September 30th with individuals from Masonicare as well as Simsbury Housing Authority staff.

Activities

The activity calendar for the month of October was distributed.

OLD BUSINESS

- Action Items were reviewed and several items were deemed “on-going” which included: Development of New Resident Orientation Program; Eagle Scout Project; Investigation of Solar Savings Program; DOLMA Sidewalk and Roadway improvements. Items that have been completed include: VCR Roof; Site Improvements; and Presentation to the Board of Selectmen. Still in draft form is: Review of Emergency Evacuation Plan for VCR; Small Cities Grant Ribbon Cutting Reception; CDBG – Phase 2; Chamber “Good Morning Simsbury” Event; and plans to conduct an Open House.
- Mr. LaMontagne distributed the calendar of meetings for the coming year, and with one change, a motion was made to accept them by Chairman Zappile and seconded by Commissioner Coffey. Motion carried.

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NEW BUSINESS

Mr. LaMontagne reported on legislation regarding bed bugs, which went into effect on October 1st, and explained the procedure for dealing this problem.

EXECUTIVE SESSION

A motion to adjourn to Executive Session was made by Commissioner Eddins and was seconded by Commissioner Coffey. Motion passed.

A motion to return to Regular Session was made by Commissioner Eddins and seconded by Chairman Zappile. 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 Coffey. Motion carried. Chairman Zappile adjourned the meeting at 7:15 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary