

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JANUARY 12, 2017
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 12, 2017 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 Cheryl Cook, Woody Eddins, Kay Coffey, Executive Director Ed LaMontagne, and Housing Administrator Christine Winters. Commissioner Oliver Dickins was absent.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

Mr. LaMontagne introduced Peter Mowry, financial advisor at Edward Jones. Mr. Mowry explained in detail changes that will impact the employee Simple IRA accounts this spring. He also distributed literature describing the changes.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the December 7, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Eddins and seconded by Commissioner Cook. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectmen Liaison, Commissioner Cook, gave an update on town happenings. She discussed the proposed plans for the renovation of the Senior Center at Eno Hall, and showed floor plans describing the changes. She discussed financial implications for education, and a proposal for a town sidewalk ordinance.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Mr. LaMontagne reported that the application for the 2017 Small Cities Grant would include roadway and sidewalk improvements to the Virginia Connolly Residence as well as the replacement of the underground oil tank, and a new generator. Approximately \$80,000 remains from the 2015 Grant. These monies can either be spent this year, by September 2017, or transferred to the 2017 grant. However, if this year's grant is not successful the monies will be lost.

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He reported that the present healthcare insurance company which covers our employees would no longer be available. Our insurance agent is investigating other healthcare options. Currently there are two employees receiving this benefit through the Housing Authority.

He stated that CHFA has notified us that they have approved our request for a small improvement program to replace some of the signage at the Virginia Connolly Residence to have them meet ADA standards. A matching grant from the Simsbury Social Services Department for \$1,500 was received. Fifty-four signs have been ordered which include resident room signs, plus directional and common room signs.

Mr. LaMontagne reported on Workers Comp. Experiencing Rating and noted that we have a rating of 1.00 which means we should neither have an increase nor decrease in premiums.

He distributed to the Board members a copy of the FY15 Audit completed by Mahoney Sabol and Company.

He stated that a resident of the Owen Murphy apartments was in need of a scooter because of severe breathing problems. Inasmuch as his insurance refused to cover it, it was decided that the Housing Authority would purchase this piece of equipment for the resident with the Simsbury Department of Social Service contributing 50% of the cost.

He reported that a fire alarm was initiated at Owen Murphy because a resident smelled smoke from one of the dryers in the laundry room. This occurred on January 2nd, which was a holiday. The fire department disconnected the dryer and shut off the breaker. The maintenance staff installed a new outlet the following day.

He reported that the residents of Virginia Connolly will participate in a project coordinated by the Simsbury Police Department to make blankets for children. This project is called “The Linus Project”. The material for the blankets will be supplied by the Police Department. Residents will participate in this project on January 25th.

Mr. LaMontagne stated that the Housing Authority will be proposing a basic rent increase for residents of both Virginia Connolly and Owen Murphy which, if approved, would go into effect on July 1, 2017. Resident meetings will be held at both properties in April. Commissioners are required to attend.

Financial Update

Mr. LaMontagne distributed copies of the financial report for the period ending December 31, 2016. Certain line items were discussed and questions answered.

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Correspondence

A letter was received from a tenant at the Murphy Apartments detailing a fall she had in the parking lot after a storm.

Marketing

Ms. Winters stated that the same marketing procedures are in place. She stated that the most inquiries come from our ad in *The Yankee Flyer*. She stated that plans are being made for an Open House in the spring.

Rental Update

Ms. Winters reported that as of December there are no vacancies at Virginia Connolly and two vacancies at Dr. Owen L. Murphy Apartments.

Dr. Owen L. Murphy Apartments

An apartment, whose tenant recently passed away, is currently in Probate and may not be available for rental for 60 days.

Another apartment, which was recently vacated, needs major rehabilitation. A cost estimate is being prepared by Belfor Restoration. Depending on the cost, an insurance claim may have to be submitted.

Another apartment has mold in the ceiling necessitating its removal. The tenants will be relocated for a period of three days while the work is being completed.

Virginia Connolly Residence

New wooden tables have been purchased for the dining room along with new lazy susans, washable placemats and new artwork. Cloth napkins are currently being used instead of paper.

The volunteer project of the Simsbury First Church Mission Outreach Board to paint the hallways and replace the lighting at Virginia Connolly is expected to start this month.

There are 23 residents receiving Assisted Living Services at this time.

New Business

Mr. LaMontagne distributed to the Commissioners copies of the holiday schedule for the year; the meeting schedule for the year; the time line for the proposed rent increase; and the check signing schedule for the year. Copies of the audit report from Mahoney Sabol were also distributed.

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A motion to enter Executive Session was made by Commissioner Eddins and seconded by Commissioner Coffey. Motion passed. Housing Administrator Winters was excused.

A return to the Regular Meeting was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

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 Ron Zappile adjourned the meeting at 8:55 p.m.

Submitted by,

Edward J. LaMontagne
Executive Director/Secretary