

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MARCH 9, 2017
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on March 9, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:15 P.M. Also in attendance were Commissioners Woody Eddins, Oliver Dickins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Cheryl Cook was 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 January 12, 2017 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Eddins and seconded by Commissioner Dickins. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Due to the absence of Commissioner Cook there was no Board of Selectmen Liaison report.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Mr. LaMontagne reported that after the paving of the Owen Murphy property, there was a surplus of \$84,471 left over from the 2016 Small Cities Grant. A change order was issued to use these funds to extend the paving into a portion of the Virginia Connolly Residence roadway and to install a railing on the pathway leading from Owen Murphy to the Virginia Connolly parking lot. The work will be completed in the spring and will include seeding the areas which were disturbed by the construction this fall.

He reported that the work is progressing on the application for the 2017 Small Cities Grant. Preliminary paper work has been done on the VCR roadway/sidewalk project, generator, underground storage tank and new storm door at the Dr. Owen L. Murphy Apartments. Required meetings with the residents were held on March 7th. The estimated cost of the project is \$587,713. The estimated engineering/architect cost is approximately \$48,240, which is an out-of-pocket cost and would be spread out over two years.

Mr. LaMontagne reported that due to the terminated coverage of Healthy CT as of January 31, 2017, Anthem Blue Cross Blue Shield was secured to provide employee health coverage starting on February 1, 2017. The change resulted in a premium increase of \$264.83 per month. Employees contribute 10% toward health care costs.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MARCH 9, 2017
SUBJECT TO APPROVAL
PAGE TWO**

He reported that the members of the First Church in Simsbury and a local Boy Scout troop will be painting the two hallways on the first floor at the Virginia Connolly Residence on Saturday, March 11th. The paint and supplies were donated by the church's Mission Outreach Board. Once the painting is done, new hallway lights, which were also donated by the church, will be installed. New room number plates, which were secured through a CHFA Grant, will also be installed.

He reported that there were four resident deaths at the Owen Murphy Apartments in the past three months. Two of the apartments will require extensive renovations. An insurance claim with the Authority's commercial property insurer was considered, but cigarette smoke damaged is not covered. Because two of the residents did not have any families, the apartment contents are going through the probate process.

Mr. LaMontagne reported that the Authority is proposing a base rent increase for residents of both properties to become effective on July 1, 2017. Resident meetings for both properties will be held on March 21st. A majority of Commissioners are required to attend.

Financial Update

Mr. LaMontagne distributed copies of the financial report covering both properties for the period ending February 28, 2017. Certain line items were discussed and questions answered.

Correspondence

There was no correspondence to report.

Marketing

Ms. Winters stated that the same marketing procedures are in place and that the greatest response continues to come from ads in *The Yankee Flyer*. Hosting the Chamber of Commerce "Good Morning" Network is being planned for April. Plans for an Open House are being considered for some time in the spring.

Rental Update

Ms. Winters reported that at this time there are three vacancies at the Owen Murphy Apartments and one at Virginia Connolly. There are fourteen individuals on the Dr. Owen L. Murphy waiting list and three on the VCR waiting list.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MARCH 9, 2017
SUBJECT TO APPROVAL
PAGE THREE**

Dr. Owen L. Murphy Apartments

Due to an unfortunate death that occurred recently, a discussion was held with regard to establishing a “welfare check” process. This would be done in concert with the Simsbury Department of Social Services and the Simsbury Police Department.

Because two of the deaths, which occurred recently, involved the residents not having family it was recommended that the Authority conduct a meeting/workshop on wills and power of attorney.

There are two apartments where the residents are in violation of their lease because of their sons residing with them. Both deny this is happening and that their sons just visit. Our attorney states that the burden of proof is with us.

Minutes of the recent resident meeting and activities calendar were distributed.

Virginia Connolly Residence

Updates

An Emergency Evacuation Policy will be available to the residents at the next Resident Meeting.

Copies of the minutes of the recent Resident’s Meeting were distributed along with the activities calendar for the month.

Glendale Dining Services completed a survey recently. Thirty five surveys were distributed to residents with a return of 13 for a return rate of 37%.

Assisted Living

There are 22 residents receiving Assisted Living Services at this time.

Staffing has stabilized and we have two excellent nurses and health care aides.

Programs

Each month the Resident Services Coordinator plans a number of programs for the residents, however of late attendance at these programs has been very low. One of our consistent volunteers has backed off his programs due to the lack of attendance. It was recommended that a survey be done of the current residents to determine what programs they like/do not like and what other programs should be added.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MARCH 9, 2017
SUBJECT TO APPROVAL
PAGE FOUR**

Old Business

Action Items were discussed and determined to be in the planning stages. They included: CDBG Phases I and II; Emergency Evacuation plan for Virginia Connolly; development of a new Resident Orientation Program; Chamber of Commerce Event; Plan/conduct Open House; investigate Solar Savings program; Scout projects and Small Cities Grant Ribbon Cutting Reception. The Owen Murphy Roadway/Sidewalk improvement was completed on March 11, 2017. It was recommended that a welfare check process be added to the list.

New Business

There was no new business to discuss.

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Eddins and seconded by Commissioner Dickins. Motion carried.

Chairman Ron Zappile adjourned the meeting at 7:40 p.m.

Submitted by,

E. J. LaMontagne

Edward J. LaMontagne
Executive Director/Secretary