

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JUNE 11, 2015
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on June 11, 2015 at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by Chairman Ron Zappile at 6:05 P.M. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, Kay Coffey, and Executive Director Ed LaMontagne. Commissioner Woody Eddins and Housing Administrator Christine Winters were excused.

The Pledge of Allegiance was recited.

There was no one present for public audience.

ACCEPTANCE OF MINUTES

Regular minutes of May 14, 2015

Commissioner Cook made a motion to approve the Regular Meeting of May 14, 2015 minutes. Commissioner Dickins seconded the motion. All were in favor and the motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on town items which included the results of the recently completed Town Survey. She referred to the specific comments pertaining to the proposed new Senior Center.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne reported that the decision regarding the Small Cities Grant will be announced by June 30th. The grant would cover repairs to the Virginia Connolly Residence roof and the repaving of the entire roadway on the property. If we receive the grant, work on the projects may begin in the Fall.

He reported that the budget for 2015-16 was submitted to the Connecticut Housing Finance Authority and we were informed that they have reviewed and accepted our Management Plan effective July 1, 2015.

He reported that the Department of Housing could not approve the management plan and rent roll at this time because the State Legislature has not approved a budget. Upon receipt of notification from the Department of Housing regarding our subsidy and rent roll, a revised budget will be developed.

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Executive Director LaMontagne stated that we received, from the CHFA Small Improvement Program, a grant in the amount of \$1,560. These funds are to be used to purchase a sideboard and accessories to provide the residents of Virginia Connolly with a breakfast-break program, which will be located in the lounge area. The program will be offered one weekend day, but may be expanded.

Residents of the Owen Murphy Apartments have been asked to suggest something that they might enjoy having which could be applied for through these grant monies.

He reported that the removal of the underground storage tank at VCR, which is over 25 years old, would become a necessity in the next four years. An estimate was received to cover this cost which amounted to \$94,750. There is the possibility that there are funds available to cover all or part of this cost. It was suggested that quotes be obtained for the cost, and an application for a grant to cover this expense be implemented now so that the work could be accomplished before the deadline date.

He stated that the contract with Secuitas Security had been adjusted to modify their routine inspection to exclude the tour system presently used. This would result in a savings of \$.23 per hour.

He stated that a new housekeeping agency has been hired and will become effective on July 1st. The new agency, entitled SMS, will contract at \$40 less per month.

Executive Director LaMontagne described his efforts to arrange for a bus to transport residents to social events. Star Rides Transport was contacted, and a bus, with a capacity for 12 persons plus two wheelchairs, would be provided. The cost for this benefit would be subsidized by the special SHA account. This project was well-received by the residents.

Preliminary work has been done for the Gardeners of Simsbury's project to enhance the area around the flagpole in front of the Virginia Connolly Residence. The Club will donate the flowers and bushes they expect to plant along the pathway to the flag. This project is expected to be completed shortly.

During the month of June, three inspections will be taking place on the property: the CONN Professional Water Services will be changing the water meters for both properties; the Simsbury Fire Marshall will be conducting his annual fire inspection to make sure the smoke and fire alarms are working properly; and, Superior Energy will be changing the propane tanks outside the kitchen area which supply fuel to our oven. There is no charge for this service.

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Financial Update

Copies of the monthly financial report were distributed. Executive Director LaMontagne discussed the figures in detail and answered questions put forth by Board members. Expenses continue to be under budget.

Executive Director LaMontagne also distributed a report on salary expenses to date and the Repairs, Maintenance and Replacements account.

Correspondence

There was no correspondence to read at this time.

MARKETING

Executive Director LaMontagne reported that ads continue to be placed in the *Yankee Flyer*. A special one-time ad was placed in the *Simsbury Life* – Special Section entitled “Life Over Fifty”. An ad will be placed in the CONN-NAHRO Annual Convention Brochure in August. Also, the Chamber Directory, in which an ad was placed, will be coming out toward the end of June. It is planned that the SHA will have a booth at the Simsbury Septemberfest Event the weekend of September 11th.

RENTAL UPDATE

Executive Director LaMontagne reported that as of May 31st there were no vacancies at VCR. There are two individuals currently on the VCR waiting list. As of May 31st there is one vacancy at the Owen Murphy Apartments and sixteen individuals on the waiting list.

Commissioner Zappile suggested that a better count of who calls looking for a one or more bedroom apartment be made.

OWEN MURPHY APARTMENTS

Updates

Minutes of the Residents’ Meeting held in May were distributed.

The inactive television tower located behind the Community Room Building was removed at a cost of \$900.

Two issues regarding residents at the Owen L. Murphy Apartments were discussed.

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VIRGINIA CONNOLLY RESIDENCE

Updates

A Resident Meeting was held on June 11th.

There have been a number of people requesting that the picture of Virginia Connolly be moved from upstairs to a more prominent location on the first floor.

Assisted Living Services

The Assistant Living Services are currently providing services to 24 residents.

The LPN assistant resigned her position.

Programs

A variety of programs have been scheduled for the month of June in order to spend down that account line item. The monies which are not used have to be returned to the state.

OLD BUSINESS

A review of the Action Items was made and several items were deemed “complete”.

Transportation and DOLMA Upgrade continued to be on-going. The Home Energy solutions and Landscaping enhancements are scheduled to be completed by July 1st. The Boy/Girl Scout projects have been moved to the fall.

NEW BUSINESS

The new check-signing schedule for July 1st through December 31st was distributed.

A motion to move to Executive Session was made by Commissioner Cook and seconded by Commissioner Coffey. Motion carried.

A motion to return to regular session was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried.

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried. Chairman Zappile adjourned the meeting at 7:55 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director