

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MAY 14, 2015
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on May 14, 2015 at the Virginia Connolly Residence at 1600 Hopmeadow Street, Simsbury, CT. The meeting was called to order by Vice Chairman Woody Eddins at 6:05 P.M. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins and Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Chairman Ron Zappile was excused.

The Pledge of Allegiance was recited.

There was no one present at the public audience.

MINUTES OF THE PREVIOUS MEETING

Regular Meeting of April 9, 2015.

Amendment to Page 2, paragraph 3, first sentence:

“He reported that, at the suggestion of a resident at Virginia Connolly, he **contact** the Simsbury Garden Club with a request to improve the looks of the island in front of Virginia Connolly building which supports the flag pole”

Remove “contact”

Add “contacted”

A motion to accept the minutes as amended was made by Commissioner Cook and seconded by Commissioner Dickins. 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 Memorial Day Parade; Home Town Heroes; the “Awareness Solution for Handicapped Parking”; an update on the progress of the new Senior Center; the passage of the Town budget; and the Veterans’ Memorial dedication, which will take place after the Memorial Day Parade. She stated that copies of the Town’s Annual Report were available at the Town Hall.

EXECUTIVE DIRECTOR’S REPORT

Program Updates

Executive Director LaMontagne reported that the decision for 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.

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He reported that the Management Plans for FY2015-16 were mailed to the Department of Housing and the Connecticut Housing and Finance Authority. They are usually approved by the end of May, however if reductions are made by the state legislature the Management Plans may need to be changed.

He stated that the Connecticut Housing and Finance Authority offer funds to Housing Authorities through their Small Improvement Program. Grant amounts are available between \$1,000-\$5,000. In the past year we purchased benches for the property. This year we are considering the purchase of a sideboard and accessories for Virginia Connolly for the purpose of providing a morning coffee break for the residents.

Executive Director LaMontagne reported that a dumpster has been made available to the residents to enable them to clean out their apartments and storage areas. This container will be available from May 11th through May 15th and is located next to the Community Building at the Owen Murphy Apartments.

Mulch has been ordered and the maintenance staff will be spreading it throughout the property.

The Simsbury Garden Club will be working this month to enhance the appearance of the area around the flag pole in front of Virginia Connolly.

He reported that the Volunteer Luncheon was held on April 17th at Virginia Connolly. Seven volunteers were recognized for their time and service to the Simsbury Housing Authority throughout the year.

Executive Director LaMontagne stated that the Memorial Day Cookout will be held on May 22nd at Virginia Connolly, and he invited the members of the Board to attend.

He reported that the office will be closed on Monday, May 25th in observance of the Memorial Day holiday.

Financial Update

Executive Director LaMontagne presented a financial report on the income and expenses for the month of March. He explained the figures in detail and answered questions put forth by Board members.

Correspondence

Executive Director LaMontagne reported that the Housing Authority was designated as a Full Active member of the Chamber of Commerce as opposed to the “Honorary” member status of the past year.

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Executive Director LaMontagne reported that Resident Commissioner, Kay Coffey, was reappointed as a regular member of the Commission for a period of five years.

MARKETING

Housing Administrator Winters reported that the signs have been replaced on Hopmeadow Street indicating that applications are now being accepted. An ad has been placed in the *Simsbury Life* – Special Section entitled “Life Over Fifty”; and we are listed in the Simsbury Chamber of Commerce Membership Directory. The Housing Authority had a booth at the Simsbury-Granby Rotary Club River Run which was held on April 26th.

RENTAL UPDATE

Housing Administrator Winters reported that presently there are no vacancies at Virginia Connolly. There are two vacancies at the Owen Murphy Apartments.

OWEN MURPHY APARTMENTS

A spring cleanup was conducted on the property by the students from Henry James Middle School.

The monthly activity calendar for May was distributed and it was noted that a Resident Meeting is scheduled for May 21st.

VIRGINIA CONNOLLY RESIDENCE

UPDATES

A resident meeting will be held in the month of June to update residents on various items.

ASSISTED LIVING

The Assistant Living Services Program is currently providing services to 23 residents.

The new LPN is working approximately 20 hours per week.

PROGRAMS

Executive Director LaMontagne reported that a new art class was held during the last two months and has been popular with the residents at Virginia Connolly.

The monthly calendar for May was distributed and the various activities were noted.

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OLD BUSINESS

A review of the Action Items was made and several items were termed “complete”. Transportation Review and DOLMA upgrades were deemed on-going. Energy Solutions, and Scout projects are still in progress and have been given new dates. The landscaping project is expected to be completed this month.

NEW BUSINESS

Executive Director LaMontagne reported that a letter was received concerning the underground oil tank at Virginia Connolly, which must be removed and replaced at the thirty year mark. It is currently 26 years old. He stated that he has applied for a cost estimate for this project but has not had a reply as yet. There are state grant monies available, which would cover this expense.

He distributed copies of the proposed FY2015-16 budget. Executive Director LaMontagne explained the details and answered questions put forth by the Board.

The results of the dining room survey conducted recently were distributed and it was noted that with a few minor suggestions, the entire group of residents are very satisfied with the service. The staff was pleased with the results of the survey.

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. Vice Chairman Eddins adjourned the meeting at 8:05 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director