

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 12, 2015
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on November 12, 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, Kay Coffey, and Executive Director Ed LaMontagne. Chairman Ron Zappile and Housing Administrator Christine Winters were excused.

The Pledge of Allegiance was recited.

ACCEPTANCE OF MINUTES

Regular minutes of September 10, 2015.

Commissioner Cook made a motion to approve of the regular meeting minutes of September 10, 2015. Commissioner Dickins seconded. All were in favor and the motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on the “Mansion” at the corner of Drake Hill and Hopmeadow Street and its planned conversion to condominiums. She also stated that an effort is underway to ensure that appointed members to boards and commissions are qualified.

EXECUTIVE DIRECTOR’S REPORT

Program Updates

- Upon completion of the bidding process for the roof replacement on VCR, a low bidder was selected – Beaulieu Roofing Company. However, we cannot proceed with the project until the town receives the Assistance Agreement from the State of Connecticut. As of this date, the town has not received the agreement. I have contacted our consultant to determine if the state can be contacted to determine when the town might receive the agreement. There is a provision in the job specifications which states that the roof cannot be put down if the temperature is lower than 40 degrees. If the roof cannot be installed this month, unless we have a mild winter, we will have to wait until spring and start the entire bidding process over.
- On Saturday, September 26th a small fire broke out in the laundry room on the first floor of VCR. No permanent damage was made with the exception of the clothes dryer. The cause was due to an electrical issue. It was reported that the Fire Department was on scene promptly. The Security Guard on duty and a Utopia Health Care Aide assisted residents with evacuating their apartments. Some residents were shaken by the incident and were unsure of the evacuation procedures. We will be reexamining our procedures and making appropriate changes where necessary.
- On Saturday, October 17th twelve residents from VCR and DOLMA went on a trip to the Norman Rockwell Museum in Stockbridge Massachusetts. The trip included; transportation by StarRides, entry into the museum and lunch at the museum café. This trip was part of our quarterly Social Event Program for residents.
- The HAI (Housing Authority Insurance) Group had awarded the Simsbury Housing Authority the Low Loss Ratio Award for the 2011-2013 HARRG (Housing Authority Risk Retention Group) policy years. The award is based upon three years of premium and loss data. Only members with an average loss ratio below 50% are recognized.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 12, 2015
SUBJECT TO APPROVAL
Page Two**

- The wooden barrier to our fire road, which is between the Virginia Connolly Residence and ENO Farms, has been stolen. The police were contacted but no formal complaint was made. The Simsbury Fire Marshall was contacted and indicated that there is no requirement for this gate and it is actually an impediment especially during the winter. Therefore, the barrier will not be replaced unless traffic from ENO Farms becomes an issue.
- Contact was made with CHFA for technical assistance to assist us in addressing our 2014 Capital Plan and redevelopment efforts with our projects, specifically the Dr. Owen L. Murphy Apartments. CHFA has assigned the firm of TDA Incorporated out of Washington DC to provide this technical assistance. The President/CEO of TDA, Inc. will be contacting the Housing Authority regarding technical assistance meetings.
- On October 21st a special luncheon was held to celebrate the 25th Anniversary of the Virginia Connolly Residence. Guests included State Representative John Hampton who presented us with a proclamation from the State, Town of Simsbury First Selectmen and Director of Administrative Services, Selectmen Michael Paine and Cheryl Cook, SHA Board of Commissioners and volunteers. Virginia Connolly's daughter, son and granddaughter attended and presented us with a nicely framed picture of Virginia Connolly which hangs in the VCR Lounge.

Correspondence

Executive Director LaMontagne shared three pieces of correspondence. All were thank you notes from residents or family members.

Financial Update

Copies of the monthly financial report for the month of September were distributed. Executive Director LaMontagne discussed the figures with the Board and answered questions from the members. He indicated that overall income was lower than budget, the reason being lower than expected rental income. However, expenses were under budget, which resulted in a positive net.

MARKETING

In the absence of Housing Administrator Christine Winters, Executive Director LaMontagne reported that ads continue to be placed in the *Yankee Flyer*. An ad was placed in the 2015-16 Simsbury Chamber of Commerce Membership Directory. An ad also appeared in the CONN NAHRO Annual Convention Brochure. Press releases will be sent to all the local media covering the 25th Anniversary Celebration in October. Brochures are replenished at the Simsbury Social Services, Town Hall and to the Simsbury Library. Mr. LaMontagne represents the SHA at the Simsbury/Granby Rotary, Public Safety Sub-Committee, Various Boards/Commissions, and serves on the CONN-NAHRO Legislative Committee. A press release was sent to area media outlets regarding the Simsbury Housing Authority being awarded a Low Loss Achievement Award from the HAI Group.

RENTAL UPDATE

It was reported that as of the end of October there were four vacancies with 21 individuals on the waiting list at the Dr. Owen L. Murphy Apartments and two vacancies at VCR with two individuals on the waiting list.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 12, 2015
SUBJECT TO APPROVAL
Page Three**

OWEN MURPHY APARTMENTS

Updates

A letter was shared from a resident requesting an accommodation to move her apartment due to cigarette smoke from an adjacent apartment entering her unit. The Commissioners agreed that this should be granted.

A resident meeting is scheduled for Tuesday, November 24th.

VIRGINIA CONNOLLY RESIDENCE

Updates

Due to the resignation of the waitstaff/cook in August, ads were placed in local newspapers. However, there were no appropriate applicants. A new wait staff was hired in September. A decision was made to ask the previous waitstaff/cook to return in the capacity of per diem cook to provide staff relief during the holiday season. She has agreed to do so.

Assisted Living Services

Utopia currently provides Assisted Living Services to twenty five residents. Efforts are continuing to secure additional health care aides.

Programs

Copies of the monthly programs and activities were provided.

VCR will be holding their Annual Thanksgiving Dinner on Friday, November 20th. Commissioners were invited to attend.

OLD BUSINESS

A review of the Action Items was made and it was determined that the Transportation Review, Contractor Review of DOLMA Upgrade, Landscaping Enhancements CRT Home Energy Solutions, Scout projects, VCR Roof bids and Site Improvement Bids would be on-going. 25th Anniversary Plans have been completed. It was decided that the Chamber of Commerce After Hours Event would not be held this spring due to the possibility of road work being completed. Investigation of SSHP funding was given a new date.

NEW BUSINESS

- **Accessibility Modification Proposal – DOLMA**

A preliminary estimate of probable costs for modification of an apartment at DOLMA into a handicapped accessible apartment was distributed. The total probable cost equaled \$166, 882.00.

- **2016 Meeting Dates**

The meeting dates for 2016 were distributed. A motion to accept was made by Mr. Dickins and seconded by Ms. Cook. All voted in favor.

- **Maintenance Multi-Use Tractor**

The current multi-use tractor, which is used for mowing, leaf collection, and snow removal, is 24 years old. The leaf box cannot be repaired and the mower deck was discontinued ten years ago. Mr. LaMontagne recommended the purchase of a new multi-use tractor at a cost of \$16,722.00. Funds to

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 12, 2015
SUBJECT TO APPROVAL
Page Four**

purchase the tractor would come from the Municipal Investment Reserve. Mr. Dickins made a motion to approve this expenditure and Ms. Cook seconded. All voted in favor.

- **Replacement of Water Mains – VCR**

An estimate was received to replace the main water lines in the hallways at VCR. The water line in one of the hallways has had numerous leaks. To estimate to replace the water lines in all of the hallways was approximately \$10,000. Other estimates for the work are pending.

- **December Meeting**

The date, location and time of the December meeting were discussed.

- **Other**

No other business was discussed

EXECUTIVE SESSION

A motion to adjourn to Executive Session was made by Commissioner Dickins and was seconded by Commissioner Cook. Motion carried.

A motion to return to Regular Session was made by Commissioner Cook and seconded by Commissioner Coffey. Motion carried.

ADJOURNMENT

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 8:00 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director