

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
MARCH 10, 2016
SUBJECT TO APPROVAL**

A special monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on March 10, 2016 at the United Methodist Church on Hopmeadow Street, Simsbury, CT. The meeting was called to order by Chairman Ron Zappile at 12:02 P.M. Also in attendance were Commissioners Cheryl Cook, Woody Eddins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Oliver Dickens was excused.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

MINUTES OF THE PREVIOUS MEETING

Regular minutes of February 11, 2016.

Commissioner Cook made a motion to approve, with two changes noted, and was seconded by Commissioner Coffey. All were in favor and the motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on town happenings which included the success of the “Community for Care” panel discussion that was held on February 24th. She reminded the members that the Community For Care will be holding another discussion, regarding senior issues, on April 6th.

EXECUTIVE DIRECTOR’S REPORT

Program Updates

Executive Director LaMontagne reported that we are free to proceed with the planned Small Cities Grant projects for the property. Wagner Associates will be placing the bid proposals in the newspaper and we will be holding a bidders’ conference on March 23rd for the roof for Virginia Connolly. Bidding for the road improvements will take place after this date. It is our expectation that the roof project will be completed in April, and the road improvements in May.

He reported that work on the apartments involved in the water damage in December at Virginia Connolly is coming to an end. One displaced resident has been relocated to another apartment. Another resident will be moved into her renovated apartment next week. Work will begin soon on four other apartments that were damaged. To date \$28,022.62 (or 50%) of the insurance claim has been spent.

Executive Director LaMontagne reported that CHFA has approved our 2016 Capital Improvement Application to use grant money for the purchase and installation of an automatic door opener for the Owen Murphy Community Building. This is a matching grant and the Simsbury Department of Social Services has agreed to provide the matching dollars. The cost of the door is \$5,715.

He stated that the Simsbury Women’s Club will donate \$1,500 to the Virginia Connolly Residence for the purchase of two weather resistant benches for the entry way to the residence. The check will be presented at the Annual Gifts to the Community luncheon on April 12th.

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He presented copies of a questionnaire that has been prepared for the residents of Virginia Connolly to obtain their thoughts on performances by administration, maintenance, security, housekeeping, programs and food service. The survey will consist of approximately twelve yes or no questions, with room for comments. The survey will be distributed March 14th with a return date of two weeks.

Financial Update

Copies of the monthly financial report were distributed for the period ending February 29, 2016. Certain line items were discussed and Executive Director LaMontagne responded to questions put forth by the Board.

Correspondence

A letter was received from the Census Bureau which included a survey and a request for information.

MARKETING

Housing Administrator Christine Winters reported that there were no changes to the advertising procedures at this time. She stated that the Executive Director would be requesting the Board of Selectmen to designate April as “Fair Housing Month”. The Simsbury Chamber of Commerce “Good Morning” Network event is planned for October.

RENTAL UPDATE

Housing Administrator Christine Winters reported that as of this date there are three vacancies at the Owen Murphy Apartments and four vacancies at Virginia Connelly. She expects that all of these will be filled shortly.

OWEN MURPHY APARTMENTS

An electric door opener will be installed on the Community Building shortly. This will make the Community Building accessible to all residents.

A resident meeting was held on February 23rd. Fifteen residents were in attendance. A copy of the meeting minutes was distributed.

VIRGINIA CONNOLLY RESIDENCE

A resident meeting was held on February 23rd. Sixteen residents were in attendance. A copy of the meeting minutes was distributed.

Assisted Living

Executive Director LaMontagne stated that 60 days’ notice was given to the current Assisted Living Provider. Effective April 27th Masonicare will be the new provider.

Currently there are 23 residents receiving assisted living services.

Programs

The Activities Calendar for both properties, for the month of March, was distributed.

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OLD BUSINESS

Action Items were reviewed and it was determined that the Transportation Review Study, Contractor Review of DOLMA upgrade, and landscaping enhancements would be on-going. CRT Home Energy Solutions, Girl Scout and Eagle Scout projects, VCR Roof Bids, Site Improvement Bids, Chamber Good Morning Simsbury, DOH Funding and Emergency Evacuation Plan for VCR, development of New Resident Orientation Program and Investigation into Solarizing SSHP have due dates.

NEW BUSINESS

Executive Director LaMontagne reminded the Board of the meetings to be held on March 18th at which time the proposed rent increase for the properties would be presented. The meeting at VCR is scheduled for 10:00 a.m. and Owen Murphy at 11:00 a.m. At this time Executive Director LaMontagne will present the explanation for the proposed increase and answer questions from the residents.

Executive Director LaMontagne noted that our current Health Care Plan is up for renewal on April 1, 2016. He recommended that we keep the current provider, Healthy CT, but change the plan. The new plan would provide better benefits for the employees. It was also recommended that a 10% cost share be implemented as of July 1, 2016.

He presented copies of a proposed change to the Housing Authority Lease for both Virginia Connolly and Owen Murphy. The change deals with criminal activity and abuses that would interfere with the safety and enjoyment of the residents. The Board agreed to the proposed change with revisions.

ADJOURNMENT

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 Zappile adjourned the meeting at 2 p.m.

Submitted by,

E. J. LaMontagne

Edward J. LaMontagne
Executive Director/Secretary