

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
DECEMBER 7, 2016
SUBJECT TO APPROVAL**

A special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 7, 2016 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. 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, Executive Director Ed LaMontagne, and Housing Administrator Christine Winters. Commissioner Woody Eddins 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 November 10, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectmen Liaison Cook gave an update on town happenings which included the natural gas pipeline for Tariffville; approval for the trail way addition; water conservation; the transition to Town Manager; and Board approval for the town to send out an RFP for a consultant for the 2017 Small Cities Grants.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne stated that the roadway and sidewalk improvements at the Owen Murphy Apartments were complete. It will be necessary to re-seed the areas that were disturbed during the course of the project, and this work will take place in the spring.

Approximately \$80,000 remains in the 2016 Grant. It is recommended that these monies be spent on the purchase and installation of a new generator at the Virginia Connolly Residence. An engineer has been consulted to develop cost estimates, specs and plan of action. He is in the process of obtaining this information. The cost for his services would be our expense and cannot be associated with the Grant.

He discussed the preparations being made to secure the 2017 Small Cities Grant. The intent of the Grant is to continue the improvements to the sidewalks and roadway at the Virginia Connolly Residence and for the replacement of the underground oil tank.

He reported that approval has been received for a service project by the Simsbury First Church Mission Outreach Board to paint the hallways at Virginia Connolly. This work will take place in January. Approval of \$1,171 was also given to replace the wall lighting sconces in the hallways.

He reported that a grant from CHFA Small Improvement Program was initiated to replace the signage throughout the Virginia Connolly Residence. Because of the inability to obtain a suitable matching grant as required by CHFA, the number of signs will be reduced to meet the grant amount of \$3,000.

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He reported on the project proposed by the Simsbury Police Department which involves making blankets for children. This project is in concert with seniors at Belden Forest. Material will be purchased by the Simsbury Police and seniors from VCR and Belden Forest will participate in making the blankets. The Simsbury/Granby Rotary Club donated \$200 for the purchase of the material. Approximately six residents from VCR will participate in the project.

Mr. LaMontagne stated that a rent increase for the residents of Virginia Connolly and Owen Murphy would be proposed and which would go into effect July 1, 2017. After gathering information during January and February, a letter will be sent to CHFA. Meetings at both locations will be held in March at which Commissioners are required to attend.

He invited the Commissioners to the Annual Holiday Luncheon, which will be held at noon on Friday, December 23rd in the dining room at VCR.

Financial Update

Mr. LaMontagne distributed copies of the financial report for the period ending November 30, 2016. Specific line items were discussed and questions answered.

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. Chairman Zappile adjourned the meeting at 6:40 p.m.

Submitted by,

E. J. LaMontagne

Edward J. LaMontagne
Executive Director/Secretary