

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
DECEMBER 3, 2015
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 3, 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, Woody Eddins, Kay Coffey, and Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Oliver Dickins was excused.

The Pledge of Allegiance was recited.

No one was present at the public audience.

ACCEPTANCE OF MINUTES

Regular minutes of November 12, 2015.

Commissioner Eddins made a motion to approve, as amended, and was seconded by Commissioner Cook. All were in favor and motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported that the Economic Development Task Force is over and the final report was presented to the Board of Selectmen. She also stated that the installation of the newly elected and reelected town officials will occur on December 7, 2015.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne reported that the Town has not yet received the Assistance Agreement from the State for the installation of the new roof for the Virginia Connolly Residence. When the Assistance Agreement is received work can begin, as long as the weather remains mild. If not, the roof replacement will have to be postponed until next spring.

He reported that in November HUD released the "Instituting Smoke-Free Housing" proposed rule requiring each public housing agency to implement a smoke-free policy. The policy would prohibit smoking in all living units, indoor common areas and in administrative office buildings. This proposed rule would have to be included in the tenant's lease as an amendment process or as tenants renew their leases. Under the proposed rule Housing Authorities would have 18 months from the final rule to comply with these smoke-free policies. The Farmington Valley Health District has been contacted requesting the possibility of offering a smoking cessation program. It was suggested that a possible outside area could be designated as a place for people to smoke if they so choose.

The Gifts of Love in Avon has instituted a program to supply eligible residents over the age of 62 with twenty-five pounds of free food on a monthly basis. The program started in November, and five residents took advantage of this plan. Four additional residents have submitted applications. The next delivery is scheduled for December 16th and will continue until further notice.

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Executive Director LaMontagne reported that an Energy Conservation Program for the Owen Murphy Apartments has begun. During the week of November 16th, CRI – a sub-contractor of Eversource, completed a sampling of eight apartments. They checked the apartment windows and doors for air leaks, which were sealed. They also checked the ceiling insulation, and changed over shower heads and faucet aerators. On December 2nd another sub-contractor will check lighting fixtures in 14 apartments. Over time, all of the apartments at DOLMA will be checked for energy conservation.

He reported that there have been packages introduced by the State Legislature to cover the budget shortfall. One of the proposals reduces two Department of Housing line items which may have an effect on our budget. These are reductions to the Congregate Facilities Operation Costs and Elderly Congregate Rent Subsidy. We will continue to monitor the negotiations to determine if there will be an effect on our programs and services.

He reported that the Auditors would be here next week.

He reported that Beacon Mechanical would be at VCR on Friday to replace the hot water lines. The cost of this service is approximately \$2,000.

He reported on a security issue on the property whereby a person was discovered going through parked cars that were left unlocked. This person was apprehended by Simsbury Police. There are also internal security issues with the DOLMA Community Room. It was suggested that a security system be implemented.

Executive Director LaMontagne distributed the schedule of employee holidays for 2016. He also distributed the meeting dates for 2016 as well as the check-signing schedule for the first six months of 2016.

Financial Update

Copies of the monthly financial report for October 2015 were distributed. Executive Director LaMontagne discussed the figures with the Board and answered questions by the members. A suggestion to modify the report was put forth.

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 6:45 p.m.

Submitted by,

Edward J. LaMontagne
Executive Director