

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
JANUARY 11, 2018  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 11, 2018 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Woody Eddins at 6:05 P.M. In attendance were Commissioners Cheryl Cook, and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Oliver Dickens was absent and Sandra Fleet was excused.

The Pledge of Allegiance was recited.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the December 6, 2017 special meeting were reviewed by the Board. There were no corrections noted.

**BOARD OF SELECTMAN LIAISON REPORT**

Ms. Cook reviewed the following town topics; proposed water ordinance, town employee resignations, and an update on the proposed solar farm. The new Town Manager will begin her responsibilities on January 29<sup>th</sup>.

**EXECUTIVE DIRECTOR'S REPORT**

**1. Small Cities Grant**

The following activity has occurred to date with regard to the CDBG projects:

**Generator:** A contract was signed on December 18th with Northeast Generator for \$74,900. There is a ten week lead time for securing a new generator. Construction should be completed by mid-April. Approval has been received by the Simsbury Zoning Compliance Officer.

**Underground Storage Tank:** A contract was signed on December 14<sup>th</sup> with Rivco Construction for \$89,973. There is an eight week lead time for securing the new tank. The company would like to install a temporary 1,000 above ground oil tank, but we are waiting for regulations from the Fire Marshall before it can be installed. The project is scheduled to be completed by the beginning of March.

**DOLMA Storm Doors:** A contract was signed on January 3<sup>rd</sup> with D/E/F Construction for \$55,800. Installation of the doors may occur by the end of January, weather permitting.

**VCR Roadway/Sidewalk Replacement:** This project will be going out to bid by the end of February.

**2. Annual Audit**

Accountants from Mahoney Sabol have completed the SHA audit for FY 16-17. A draft copy of the audit was received on December 1<sup>st</sup> and is being reviewed. The accountants set up a conference call with commissioners on December 14<sup>th</sup>. Recommendations were reviewed.

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**3. First Selectman Visit**

The Simsbury First Selectman will be visiting the Housing Authority on Friday, January 12<sup>th</sup> to tour VCR and garner information about the Housing Authority.

**4. Health Care Insurance**

Our health care insurance carrier, Blue Cross Blue Shield, has forwarded our renewal package with a 20.51% increase. This equates to an increase of \$356.63/month, \$4,279/year. The renewal date is February 1<sup>st</sup>. Our agent, Tim Pusch from Burns, Brooks and McNeil, is investigating other options. Currently, two staff participate in the health care program and contribute 10% to its cost.

- 5. Legislative Breakfast:** The Simsbury Chamber of Commerce has requested to have their annual Legislative Breakfast at the Virginia Connolly Residence on Tuesday, January 16<sup>th</sup> from 8:00 a.m. to 9:30 a.m. The event will be held in both the lounge and dining room. Glendale Senior Dining will cater.

**Dr. Owen L. Murphy Apartments**

**1. Apartment Renovations**

To date, all six apartment renovations, (Apt. 2, 17, 18, 21, 24, 28) have been completed and are ready for rent up. Apt. 53 is almost complete with a few minor update installations. The mobility impaired resident in apartment 15 moved into apartment 24 because it is a one bedroom and has an open floor plan. In addition, the bathtub was converted into a walk-in shower and lever handles were installed on the doors.

**2. Resident Meeting**

The bi-monthly resident meeting will be held on Wednesday, January 31<sup>st</sup>.

**3. Holiday Party**

A holiday party for the residents of the Dr. Owen L. Murphy Apartments was held on Friday, December 8<sup>th</sup> at 1:00 p.m. in the Community Room. Kane's Market catered the event and approximately 35 residents attended. A second luncheon was held on Monday, December 11<sup>th</sup> due to a large amount of food remaining from the 8<sup>th</sup>.

**4. Community Room Fire Panel**

The fire panel in the Community Room has had issues lately that will necessitate its replacement. Associated Security will be providing an estimate.

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**Virginia Connolly Residence**

**1. Resident Passing**

A long-time resident, and member of the Resident Council, passed away in the hospital after a short illness.

**2. Resident Meeting**

The bi-monthly resident meeting will be held on Tuesday, January 30th.

**3. Christmas Dinner**

The annual Christmas Dinner was held on Friday, December 22<sup>nd</sup> at 12:00 p.m. Approximately 11 DOLMA residents attended along with two Commissioners and the Simsbury First Selectman.

**4. Elevator Issue**

The elevator was not operational for about three hours on December 29<sup>th</sup>. Lunch had to be delivered to mobility impaired residents on the second floor. The service technician stated that the problem was with low oil pressure, possibly due to the frigid temperatures.

**5. Assisted Living**

- The supervising nurse has tendered her resignation to Masonicare. Her last day of work will be Friday, January 12<sup>th</sup>.
- Masonicare is currently providing services to 22 residents. (55%)

**FINANCIAL REPORT**

The financials for the month of December were presented and reviewed. Unusual variances were discussed.

**CORRESPONDENCE**

There were three pieces of correspondence; two thank you notes and a letter from DOH indicating a reduction in the RSC grant.

**RSC Report**

The report for the month of December from Nancy Britton, RSC was distributed and reviewed.

**RESIDENT VACANCY STATUS**

As of the end of December there are six vacancies at the Dr. Owen L. Murphy Apartments and no vacancy at the Virginia Connolly Residence. There is a waiting list for both properties.

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**OLD BUSINESS**

1. **Review Action Items:** Action items were discussed with adjustments made to the due dates.
2. **Revised 2018 Meeting Schedule:** The revised schedule, approved by the Town Clerk, was distributed.
3. **FY 17 Audit:** Has been completed. Hard copies of the audit should be available soon.

**NEW BUSINESS**

1. **Accountant Consultant:** A meeting was held with a prospective consultant to provide assistance with accounting processes. The consultants charge is \$45.00/hour and the projected need is approximately 191 hours per year.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session by Commissioner Cook and seconded by Commissioner Anastasio. Motion carried.

A return to the Regular meeting was made by Commissioner Cook and seconded by Commissioner Anastasio. Motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Commissioner Anastasio to adjourn the meeting, seconded by Commissioner Cook. Motion carried.

Chairman Eddins adjourned the meeting at 7:15 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary