

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
FEBRUARY 8, 2018
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on February 8, 2018 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Woody Eddins at 6:00 P.M. In attendance were Commissioners Cheryl Cook, Sandra Fleet and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Oliver Dickins was excused.

The Pledge of Allegiance was recited.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the January 11, 2018 special meeting were reviewed by the Board. There were no corrections noted.

GUEST

Jamie Smith from Lodestar Energy provided a presentation regarding a proposed solar application for the Virginia Connolly Residence. The solar panels would generate a total savings of \$5,600 after the first year and approximately \$130,516 over a twenty year period, which would be the length of the contract. Lodestar has provided solar to a number of housing authorities in Massachusetts, but none in Connecticut to date.

BOARD OF SELECTMAN LIAISON REPORT

Ms. Cook reviewed the following town topics; proposed solar farm and the new Town Manager.

EXECUTIVE DIRECTOR'S REPORT

1. Small Cities Grant

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

Generator: The generator is still on order, but this project should begin mid-February. On January 22nd the Board of Selectmen approved my request to waive the building permit fees of \$1,036.00.

Underground Storage Tank: Construction started on January 22nd and is progressing. A contractors meeting was held on Monday, February 5th and it is expected that the project will be completed by Friday, February 9th. On January 22nd the Board of Selectman approved my request to waive the building permit fees of \$616.00

DOLMA Storm Doors: The contractor was at DOLMA on January 29th to measure the door openings. It is expected that this project will be initiated mid-February.

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

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2. First Selectman Visit

The Simsbury First Selectman visited the Housing Authority on Friday, January 12th to tour VCR and garner information about the Housing Authority.

3. Health Care Insurance

After reviewing several options from our insurance agent Tim Pusch, a determination was made to remain with our current provider. This decision was based on the level of covered medical benefits. Currently, two staff participate in the health care program and contribute 10% to its cost.

4. Legislative Breakfast

The Simsbury Chamber of Commerce held their Annual Legislative Breakfast at the Virginia Connolly Residence on **Tuesday, January 16, 2018** from 8:00 a.m. to 10:00 a.m. The breakfast was held in the lounge and dining room and was catered by Glendale Senior Dining Services. State Senator Kevin Witkos and State Representative John Hampton were in attendance along with approximately thirty five area business leaders. The Connecticut Business and Industry Association co-sponsored the event.

5. Flu Warning

Due to the severity of this seasons flu outbreak the Housing Authority has taken preventative steps. This includes posting of signs at VCR stating persons with cold and flu symptoms should not enter the building and, for residents, what they should do if they have a cough. Preventative measures were also discussed at both residents meetings this month.

Dr. Owen L. Murphy Apartments

1. Apartment Renovations

To date, Apartments 2, 17, 18, 21, 24, 28 have been completely renovated and are ready for rent up. Apt. 53 will be completed by mid-February. The resident in apartment 15 moved into apartment 24 because it is more handicapped accessible. His apartment will require minor preparations.

2. Community Room Fire Panel

The Community Room Fire Panel has been sending out false alarms. A technician from Associated Security recommended replacement. Cost to replace the panel is \$2,185.00 and installation should take place in a few weeks.

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3. Resident Meeting

The bi-monthly resident meeting was held on Wednesday, January 31st. Seventeen residents were in attendance. At this meeting the implantation of smoke free housing was discussed. This is the first of many discussions to be held with the residents concerning this matter.

Virginia Connolly Residence

1. Probate Issue

The daughter of a resident, who passed away in January, has stated that she does not want any of her mother's possessions. Our attorney has indicated that because the resident lives in a complex that provides shelter as incidental to the provision of geriatric services, it is exempt from summary process statutes and the housing authority can take control of the room's possessions.

2. Resident Meeting

The bi-monthly resident meeting was held on Tuesday, January 30th. Twenty-five residents were in attendance.

3. Kitchen Fire Extinguisher

All State Fire performed their annual inspection and found that the hydrostatic fire extinguisher in the kitchen needs replacing. Cost to replace is \$650.00 and will be installed on February 12th.

4. Valentine's Brunch

A special Valentine's Day brunch will be served on Wednesday, February 14th. Tim McDonald will provide entertainment during and after the brunch.

5. Assisted Living

- The supervising nurse tendered her resignation to Masonicare and her last day of work was Friday, January 12th. Three substitute nurses from Masonicare have been filling in. Interviews are currently taking place for a new nurse supervisor.
- Masonicare is currently providing services to 21 residents. (53%)

FINANCIAL REPORT

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

CORRESPONDENCE

Three letters were received from the State of Connecticut Department of Housing. The letters referred to the payment programs funded by DOH. The funding provisions relative to the three contracts from July 1, 2016 to June 30 2017 were met.

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RSC Report

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

RESIDENT VACANCY STATUS

As of the end of January there are five vacancies at the Dr. Owen L. Murphy Apartments and two vacancies at the Virginia Connolly Residence. There is a waiting list for both properties which Christine is working off to fill the vacancies.

OLD BUSINESS

1. **Review Action Items:** Copies of the New Resident Orientation were distributed and discussed. That item has now been completed. Other Action items were discussed with adjustments made to the due dates.
2. **Accountant Consultant:** Susan Salina has been hired to provide accounting assistance. She will work on Fridays, as needed, and will begin by assisting Christine reconcile our bank accounts on Quickbooks.

NEW BUSINESS

1. **Lodestar Energy:** Discussion was held with regard to the solar proposal presented earlier. It was recommended that the Housing Authorities in Massachusetts who have had solar installed, be contacted. Also, the representative from Lodestar will forward answers to questions raised at the meeting. All of this information will be compiled and discussed at the March Board meeting.
2. **VCR Base Rent Increase:** At the recommendation of the Department of Housing a VCR base rent increase will be implemented effective July 1st. The base rent will increase \$30.00. A resident meeting will be held on March 20th at 11:00 with Commissioners to discuss the increase.

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 7:50 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary