

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

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on March 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, Oliver Dickins, Sandra Fleet and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the February 8, 2018 regular meeting were reviewed by the Board. There were no corrections noted.

BOARD OF SELECTMAN LIAISON REPORT

Ms. Cook reviewed the following town topics; town budget, reevaluation of residential properties and the appeal process, and the status of the BIG Y and Dunkin Donuts projects.

EXECUTIVE DIRECTOR'S REPORT

1. Small Cities Grant

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

Underground Storage Tank: Work on the UST has been completed. The contractor will return in the spring to add top soil and seed the areas disturbed by the construction.

Generator: A temporary generator has been set up outside the back door of VCR and the old generator has been disconnected. We are awaiting the arrival of the new generator.

DOLMA Storm Doors: The storm doors are on site and installation has been scheduled for Monday, March 5th. It should take approximately one week, weather permitting, to complete the project.

VCR Roadway/Sidewalk Replacement: The engineer is currently compiling information in order to put this project out to bid.

2. CHFA HASIP Grant

An application is being considered for \$10,000 in HASIP funds in order to install lever handles on some of the apartments at the Dr. Owen L. Murphy Apartments. The grant requires 50% of the funds be matching. The cost to install lever handles on the front and back door of an apartment is \$395.00.

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Dr. Owen L. Murphy Apartments

1. Community Room Fire Panel

The fire alarm panel for the Community Room has yet to be installed. The contractor is waiting for a building permit.

Virginia Connolly Residence

1. Painting

The resident hallways, resident doors and common area doors have been recently painted. The cost for this project was split between RM&R and gifts and donations.

2. Road Repair

Canton Village Construction repaired a small “sink hole” in the driveway to VCR. Upon doing so they found that the cone to the storm drain has deteriorated. This project will be added to the Small Cities Grant Roadway/Sidewalk project.

3. St. Patrick’s Day Luncheon

Glendale Senior Dining will be providing a special St. Patrick’s Day lunch on Wednesday, March 14th at 12:00 noon. DOLMA residents are also invited as well as Commissioners.

4. Assisted Living

- 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 February were presented and reviewed. Unusual variances were discussed.

CORRESPONDENCE

An email was received from the Housing Authority’s Workers Comp. agent regarding information on employee drug testing in order to receive a credit on our renewal policy. Currently, the Housing Authority does not perform drug testing on employees.

RSC Report

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

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RESIDENT VACANCY STATUS

As of the end of February there are six 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 Housing Administrator Winters is working off to fill the vacancies.

OLD BUSINESS

1. **Review Action Items:** Action items were discussed with adjustments made to the due dates.
2. **Lodestar Energy:** Information, requested by commissioners, was distributed including, answers to commissioners previous questions, attorney review of lease and PPA, warranty on existing roof and references from other Housing Authorities. After discussion a motion was made by Commissioner Dickins for the Executive Director to sign the Lodestar Energy Lease and PPA. Commissioner Anastasio seconded. Four commissioners voted in the affirmative and one voted in the negative. Motion carried.
3. **VCR Base Rent Increase:** Commissioners were reminded that they need to be in attendance at a resident meeting that will be held on March 20th at 11:00 to discuss the increase.

NEW BUSINESS

1. **Draft DOLMA Non-Smoking Policy:** The draft policy was distributed and reviewed. It was noted that this is the first step in a long process. Commissioner Fleet made a motion to approve the draft non-smoking policy. Commissioner Dickins seconded. All voted in favor. Motion carried.

ADJOURNMENT

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

Chairman Eddins adjourned the meeting at 7:40 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary