

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
APRIL 12, 2018
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on April 12, 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.

PUBLIC AUDIENCE:

There was no one present for public audience.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the March 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 meeting and referendum scheduled for May 1st, Town Managers Reports are on the town website, at last Board of Selectman meeting a proclamation on Equal and Fair Housing was approved, current Finance Director leaving on April 13th, new Police Chief to be appointed on April 13th, and first round of interviews for Culture, Parks and Recreation Director to be held on April 23rd.

EXECUTIVE DIRECTOR'S REPORT

Administrative

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: The new generator was installed on Friday, April 6th. The wiring of the new generator will take place the week of April 9th. The final piece of this project will be the installation of a fence around the generator.

DOLMA Storm Doors: Forty two doors had to be reordered due to an error by the contractors. We are currently waiting for the doors to arrive.

VCR Roadway/Sidewalk Replacement: This project went out to bid on April 10th. A pre-bid meeting is scheduled for Wednesday, April 18th at VCR. The bids will be opened at Simsbury Town Hall on Monday, May 7th. The work should begin this summer.

2. Securitas Increase

Notification has been received from Securitas that our service rate will be increasing to \$16.95/hour effective April 16th. The previous hourly rate was \$15.47.

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3. Workers Comp. Decrease

Notification has been received from Berkshire Hathaway Guard Insurance Company that our premium for 2018-19 has been reduced by \$224.00.

Dr. Owen L. Murphy Apartments

1. Rent Stratification

CHFA is working with housing authorities to develop a plan to make the Dr. Owen Murphy Apartments fully sustainable. A property is fully sustainable when its revenue is adequate to fully support its operations, including reserve deposits for repairs and replacements, and renovations without an outside financial support. The process for achieving sustainability is through rent stratification. This is a long term plan. We will be meeting with our CHFA Asset Manager who will provide assistance with this process.

2. Spring Clean-Up

Once again this year we will be providing a dumpster for residents to dispose of unwanted items. We will provide the dumpster in May once the storm door project is complete.

3. Fire Panel

We continue to wait for Associated Security to secure the appropriate permits for the installation of the panel. It is anticipated that the installation will take place before the end of the month.

Virginia Connolly Residence

1. Rent Increase

Upon conclusion of the resident meeting on March 20th a letter was sent to the Department of Housing requesting a base rent increase from \$450.00 per month to \$480 per month effective July 1, 2018. As of this date a response has yet to be received.

2. Resident Dinner/Music

We will be providing a dinner and music program for residents on Wednesday, May 9th. A light lunch will still be served. We provided this program in the fall and it was well received.

3. Volunteer Luncheon

We will be honoring our volunteers with a special lunch on Thursday, April 19th at 12:00 noon.

4. Assisted Living

- A new nurse has been hired by Masonicare and she began her responsibilities on March 19th.
- Masonicare is currently providing services to 22 residents. (55%)

FINANCIAL REPORT

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

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CORRESPONDENCE

The only correspondence was with regard to the reappointment of Oliver Dickins to the Board of Commissioners.

RSC Report

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

RESIDENT VACANCY STATUS

As of the end of March 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 Housing Administrator Winters is working off to fill the vacancies.

OLD BUSINESS

1. **Review Action Items:** Action items were discussed with three action items completed, (New Resident Orientation Program, Draft Smoke Free Policy for DOLMA and Investigate solar proposal for VCR) Adjustments were made to the due dates of other action items.
2. **Other**
No other old business was presented.

NEW BUSINESS

1. **Set Special Meeting Date:** A Special Meeting of the Board of Commissioners was scheduled for Friday, April 27th at 1:00 p.m. in the Multi-Purpose Room at VCR. The primary purpose of this meeting is to discuss/approve of the FY 18-19 budget.
2. **Other:**
No other new business was presented.

ANNUAL MEETING

1. **Election of Officers:**
The following slate of officers for 2018-19 was presented:

Chairman: Woodrow Eddins
Vice Chairman: Sandra Fleet
Treasurer: Oliver Dickins
Secretary: Edward J. LaMontagne

A motion was made by Commissioner Cook to approve of the slate of officers and seconded by Commissioner Dickins.

All voted in favor and the motion passed.

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ADJOURNMENT

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

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

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary