

HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
June 14, 2018
SUBJECT TO APPROVAL

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on June 14, 2018 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 6:10 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.

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE:

There was no one present for public audience.

MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the May 10, 2018 Regular Meeting were reviewed by the Board. There were no corrections noted.

BOARD OF SELECTMAN LIAISON REPORT

No report was provided.

EXECUTIVE DIRECTOR'S REPORT

Administrative

1. Small Cities Grant

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

Generator: The new generator has been substantially completed. The fence was installed around the generator on May 30th.

DOLMA Storm Doors: The storm door project has been substantially completed. The contractor completed punch list items on June 4th.

VCR Roadway/Sidewalk Replacement: Bids were opened on May 7th and the low bid was awarded to Forbes Asphalt Maintenance out of Farmington Connecticut. A tentative date has been scheduled for the contract signing and initial contractor meeting. That date is Wednesday, June 20th.

2. FY 18-19 Budget

We have received, from the Department of Housing, our fully executed copy of the congregate services management plan, administrative plan and rent roll for VCR. We are awaiting the approved management plan for the Dr. Owen L. Murphy Apartments from CHFA.

3. DOH Quarterly Payment

Our quarterly payment from the Department of Housing was received on May 31st. As a result, payment to our three major contractors (Securitas, Glendale and Masonicare) was delayed for one month.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
June 14, 2018
SUBJECT TO APPROVAL
PAGE TWO**

4. RSC Liaison

Karen Futoma has been hired by CHFA as a Resident Services Liaison. She will act as a resource to Housing Authority Resident Services Coordinators. Christine, Nancy and I met with Karen on May 23rd.

5. Summer Help

A college student, Gabe Towles, has been hired to work maintenance over the summer.

6. Fire Inspection

Our annual fire inspection with the Simsbury Fire Marshall will be conducted on Tuesday, June 19th.

7. Severe Storm

The Housing Authorities emergency procedures were tested during the severe storm and tornado warning on May 15th. VCR residents were moved from their apartments to the hallways until the tornado warning was cancelled. The procedures worked well during this time.

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. Gutter Cleaning

Eagle Home and Yard Service has been contracted to clean debris from the gutters in all of the courtyards.

3. Capital Projects

A quote has been received from Earle's Handyman Service to replace the fence around the trash receptacles next to Apartments 1-8. The fence will be replaced on June 27th. We are waiting to determine if excess funds from the Small Cities Grant can be used to replace the electrical panels in 35 apartments as well as the replacement of the electrical panel in the Community Building Garage. The John Deere Utility Cart has been ordered, but will not arrive until August.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JUNE 14, 2018
SUBJECT TO APPROVAL
PAGE THREE**

Virginia Connolly Residence

1. Transfer of Cash

A transfer of \$25,000 from a CD to the SHA checking account (RM&R) was made on May 18th. These funds will be used to pay for approved capital projects. A balance of \$79,041.37 remains in the CD.

2. Capital Projects

The office computers have been received and are being installed by the town's IT staff. A contract was signed with AA Glass to replace the exterior kitchen door, which should be installed by the end of the month. A contract was signed with Dalene Flooring on June 7th to replace the floor in the dining room. An electrical contractor has been contacted to replace the ceiling lights in the dining room and lounge.

3. Security

In an effort to enhance security an additional security camera was installed at the rear door of VCR. In addition, a spot light was installed on the garage in the rear of the building and the exit lights are being replaced with energy efficient lighting.

4. Reception/Security Area

A new reception/security area has been established next to the Executive Directors office. A conference table will be put in the office where the security desk used to be. An attempt is being made to secure volunteers to work the reception desk during the day.

5. July 4th Picnic

We will be having our annual July 4th barbeque on Friday, July 6th at 12:00 noon. Residents of the Dr. Owen L. Murphy Apartments are welcome to attend as are Commissioners.

6. Assisted Living

- Masonicare is currently providing services to 21 residents. (52.5%)
- Masonicare conducted their quarterly Q.A. meeting on June 13th.
Everything is going well and there are no issues.

FINANCIAL REPORT

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

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
June 14, 2018
SUBJECT TO APPROVAL
PAGE FOUR**

CORRESPONDENCE

The only correspondence was a memo from the Town of Simsbury indicating that Woody Eddins resignation letter from the Board of Commissioners was approved at a Board of Selectman meeting held on June 11th.

RSC Report

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

RESIDENT VACANCY STATUS

As of the end of May there were three vacancies at the Dr. Owen L. Murphy Apartments and no vacancies at the Virginia Connolly Residence. There is a waiting list for both properties.

OLD BUSINESS

1. **Review Action Items:** Action items were discussed with one addition. Adjustments were made to the due dates of other action items.
2. **VCR Solar Proposal:**
An engineer from Lodestar Energy was on site on June 8th to review project requirements. The PPA and lease will be signed upon approval from our counsel. Installation may be completed in August.
3. **2018-19 Budget**
While the management plan for VCR and Congregate has been received we still need to receive the Elderly Rental Assistant Program contract, approval for the Dr. Owen L. Murphy Apartments and the contract for the Resident Services Coord.
4. **Other**
No other old business was presented.

NEW BUSINESS

1. **Employee Handbook Update**
Due to our employee handbook being over ten years old it was recommended that we revise it. Our HR attorney, Rob Fortang, stated he could revise it for \$1,200.00. Commissioner Cook made a motion to request the attorney provide a memo allocating a maximum of \$1,200 for the project. Commissioner Anastasio seconded the motion. All voted in favor and the motion passed.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JUNE 14, 2018
SUBJECT TO APPROVAL
PAGE FIVE**

2. Check Signing Schedule

An updated check signing schedule for the months of July – December was distributed. Commissioners reviewed and made changes as necessary.

3. Other:

No other new business was presented.

ADJOURN EXECUTIVE SESSION

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

ADJOURN FROM EXECUTIVE SESSION

A motion was made by Commissioner Cook to adjourn from Executive Session.
Commissioner Anastasio seconded.

ADJOURNMENT

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

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

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary