

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

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 11, 2018 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 6:00 P.M. In attendance were Commissioners Cheryl Cook, Oliver Dickins 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 MEETINGS**

The Minutes of the August 8, 2018 Regular Meeting were reviewed by the Board. There were no corrections noted.

**BOARD OF SELECTMEN LIAISON REPORT**

Cheryl Cook stated that a groundbreaking took place for the Dr. Martin Luther King Memorial, the new Economic Development Commission was seated at the Board of Selectman meeting on October 10<sup>th</sup>, the Aging and Disability Commission sponsored a fashion show, with FAVARH, on October 9<sup>th</sup>, and the new water ordinance was passed by the Board of Selectman.

**EXECUTIVE DIRECTOR'S REPORT**

**Administrative**

**1. Small Cities Grant**

VCR Roadway/Sidewalk Replacement: This project is substantially completed with a few minor things remaining such as installation of handicapped signs, concrete curb stops at the handicapped parking sites and lettering for fire lanes. As an add-on the contractor will be installing a new handrail to the sidewalk in the rear of the building as well as four decorative lights.

**2. VCR Solar**

This project is slated to begin on Tuesday, October 9th. The installation of panels will take place from October 9th through November 19th, weather permitting. The external and internal wiring will take place from November 11th through November 30th. A memo has been sent out to staff, residents and contractors informing them of the project and timeline.

**3. FY 17-18 Audit**

Accounts from Mahoney & Sabol will be on site the week of October 15th to perform our FY 17-18 Audit. We were informed that, due to the increased work as a result of new GAAP guidelines, our cost for the audit will increase

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to \$12,000. \$9,156 had been budgeted this fiscal year for the audit and accounting assistance. Last year's audit cost \$8,420.

**4. Marketing**

The following marketing opportunities occurred over the last two months:

- An ad was placed in the Simsbury Summer Theater Program Booklet, August 3rd, 4th & 5th – Cost of \$100.00
- Booth at Septemberfest, September 7th, 8th, & 9th – No cost
- Booth at Wellness Fair, September 27th – No cost
- We will be having a booth at the Chamber Spooktacular Chili Challenge on October 27th – Cost of \$150.00

**5. Workers Comp. Audit**

During the months of August and September the Housing Authority underwent an annual (May 1, 2017- May 1, 2018) workers comp. audit by Berkshire Hathaway Guard. Part of the audit is an examination of sub-contractors liability and workers comp coverage. The result of the audit stated that six of our subs do not carry workers comp insurance. Two of the subs we no longer utilize, two I am disputing as they do have workers comp coverage and two are not required to have workers comp insurance under state regulation because they are independent contractors. However, they are not recognized as such by our workers comp carrier. We are held responsible for providing workers comp coverage for these subs, which equated to an additional premium of \$3,589.

**6. Applications for Absentee Ballot**

We will once again be providing applications for absentee ballots for all residents for the November 6<sup>th</sup> election. Once the applications have been completed they will be brought to the Simsbury Town Clerk who will mail out the ballot.

**7. Lawn Maintenance/Snow Removal**

After a lengthy search a decision was made not to replace our part-time maintenance person. Rather, a decision was made to sub-contract the lawn mowing and snow removal responsibilities. Eagle Landscaping out of Granby has been contracted to perform this work. The salary from not hiring a part time person, approximately \$23,000 will be used for the lawn mowing and snow removal.

**Dr. Owen L. Murphy Apartments**

**1. Vacant Apartment Renovations/Repairs**

Apt. 44 – The bathtub has been converted to a walk-in shower; the VCT floor has been replaced, energy efficient lights installed, lever handles installed, replaced htw heater and new paint.

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Apt. 12 – Replaced electrical panel, new kitchen cabinets, replaced htw heater, energy efficient lights installed, lever handles installed, and new paint. VCT floor to be replaced.  
Apt. 34 – Replaced electrical panel, energy efficient lights to be installed, lever handles to be installed, painting to be done.

**2. Capital Projects**

To date only the John Deere Utility Cart has been purchased and the fence surrounding the trash receptacle has been completed. The remaining items; replacing electrical panels, and replacing door knobs with lever handles were thought to be paid for through the Small Cities Grant, but they have since been deemed ineligible under the grant. Therefore, we will continue with these projects using reserve dollars.

**3. Flu Clinic**

The Farmington Valley VNA will be offering flu shots to residents at a date to be determined, but it will be during the month of October.

**4. Power Washing**

A contractor has been hired to power wash the exteriors of the apartments to remove mold and mildew which has accumulated over the years.

**Virginia Connolly Residence**

**1. Capital Projects**

To date all capital projects have been completed with the exception of replacing apartment bathroom floors. All of the projects completed thus far have come in under budget. The remaining funds will be used to make improvements at VCR.

**2. New Weekend Chef**

A new chef has been hired by Glendale Senior Dining to work weekends. Paul Gangell started his responsibilities on September 22<sup>nd</sup>.

**3. Fall Dinner/Entertainment**

We will be holding a special Harvest Dinner on Tuesday, October 16<sup>th</sup> at 4:30 p.m. for the residents of Virginia Connolly. Glendale Senior Dining will be offering a special menu and entertainment will be provided, after the dinner, by Keely Cabaret from Wonderlust Promotions. The dinner and entertainment will be funded through the SHA account. The residents will be served soup and sandwich for their regular lunch.

**4. Assisted Living**

- Flu Clinic
  - Masonicare will be providing a flu clinic for residents on October 16<sup>th</sup>.
- Masonicare is currently providing services to 22 residents. (55%)

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**FINANCIAL REPORT**

The financials for the month of September, and year to date, were presented and reviewed. Unusual variances were discussed.

**CORRESPONDENCE**

A letter was received from Eversource indicating that a required maintenance outage will occur on Thursday, October 25<sup>th</sup> from 9:00 a.m. to 12:00 p.m. This will affect both properties.

**RSC Report**

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

**RESIDENT VACANCY STATUS**

As of the end of September there were three vacancies at the Dr. Owen L. Murphy Apartments and one vacancy at the Virginia Connolly Residence. There is a waiting list for both properties.

**OLD BUSINESS**

1. **Review Action Items:** Action items were discussed with two items being partially completed. Adjustments were made to the due dates of other action items.
2. **DOLMA Smoke Free Policy:**  
A final copy of the proposed DOLMA Smoke Free Policy was distributed. After a brief discussion Chairman Sandee Fleet asked for a motion to approve of the policy. Commissioner Cook made a motion and Commission Dickens seconded. All voted in favor and the motion passed.
3. **Other:**  
No other old business was presented.

**NEW BUSINESS**

1. **2019 Small Cities Grant:**  
A proposal was presented by Mr. LaMontagne for the Housing Authority, in concert with the Town of Simsbury, to apply for the 2019 Small Cities Grant. A spreadsheet with specific areas to be addressed was distributed. The specific areas were derived from the 2013 Capital Needs Assessment Report.
2. **Other:**  
Commissioner Cook discussed the Simsbury 350<sup>th</sup> Birthday Celebration. As part of the celebration, students from the Teen Advisory Board at the Library would like to

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interview/video long standing residents from both DOLMA and VCR. This topic will be brought up with specific residents to determine their interest,

**ADJOURN TO EXECUTIVE SESSION**

A motion was made by Commissioner Cook to go into Executive Session. Commissioner Anastasio seconded. Mr. LaMontagne and Ms. Winters were excused.

**ADJOURN FROM EXECUTIVE SESSION**

A motion was made by Commissioner Dickins 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 Dickins. Motion carried.

Chairman Fleet adjourned the meeting at 7:45 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary