

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
OCTOBER 12, 2017
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 12, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:10 P.M. In attendance were Commissioners Cheryl Cook, Oliver Dickins and Woody Eddins as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

Gail Palmer, a resident of the Dr. Owen L. Murphy Apartments was in attendance, but did not speak at Public Audience.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the September 14, 2017 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

BOARD OF SELECTMAN LIAISON REPORT

Ms. Cook reviewed the following town topics; police union contract, lack of a state budget and the effect on town finances, new Director of Community and Social Services, and the proposed solar array.

EXECUTIVE DIRECTOR'S REPORT

1. **Small Cities Grant:** Bid announcements for the generator and underground storage tank will be going out on October 17th. A pre-bid meeting is scheduled for October 25th with bid openings on November 9th. The DOLMA storm doors and the VCR roadway/sidewalk project will be "processed" in the spring of 2018.
2. **Annual Audit:** Auditors from Mahoney Sabol will be performing the FY 2016-17 audit on Friday, October 13th.
3. **HAI Group Award:** Once again this year the SHA has been the recipient of the Housing Authority Insurance Group Low Loss Ration Award for the 2013-15 policy years.
4. **Rent Stratification:** State housing authorities are considering stratifying the rent structure for their properties by using several average medium income levels to determine base rents. The property can increase revenue while continuing to provide affordable housing to all eligible income levels. This is a long term plan to ensure that the property can fully operate and have reserves on the income from base rents and any excess of rent income of base would be considered additional income. Our CHFA Asset Manager will be assisting the SHA to develop a schedule stratified rents.

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- 5. Eversource Multi-Family Initiative:** An application is being completed for the multifamily program initiative with Eversource. Projects under consideration are the replacement of refrigerators, as well as the replacement of windows, in apartments 1-40.

Dr. Owen L. Murphy Apartments

- 1. Apartment Renovations:** Three of the apartments slated for renovation have been completed and are ready for rent up. Two are having finishing touches and the third is in the initial stages of renovation.
- 2. Flu Clinic:** The Farmington Valley VNA conducted a flu clinic on Tuesday, October 10th. Approximately twelve residents received flu shots.
- 3. Resident Meeting:** A resident meeting was conducted on September 27th with approximately 16 residents in attendance. Several issues were discussed.

Virginia Connolly Residence

- 1. Resident Matters:** Two residents passed away recently and another resident moved back to his home country of Hungary.
- 2. Flu Clinic:** Masonicare will be providing a flu clinic for residents on Tuesday, October 17th at 10:00 a.m.
- 3. Resident Meeting:** A resident meeting was conducted on September 26th with approximately 18 residents attending.
- 4. Fall Dinner/Music:** A dinner is being planned for the residents for the evening of November 7th. The residents will have a light lunch. Glendale will prepare a special menu for the resident's dinner and musical entertainment will also be provided.
- 5. Water Leak:** A small pinhole leak occurred in a water line in the ceiling of Apt. 113, necessitating removal of a portion of the ceiling and walls. The leak was repaired and maintenance staff repaired the damaged areas.
- 6. Glendale Dining Services:** A new chef has been hired by Glendale Senior Dining. Tom Pleva began his responsibilities on October 2nd. He is a graduate of the Culinary Institute.
- 7. Assisted Living:** Masonicare is currently providing services to 22 residents (55%).

FINANCIAL REPORT

The financials for the month of September and year to date were reviewed. As of this date, due to the state not having a budget, the ERAP subsidy dollars for the Dr. Owen L. Murphy Apartments have not been forthcoming. This equates to approximately \$30,000 in income.

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CORRESPONDENCE

1. Letter from HAI Group congratulating the SHA on being a recipient of the Low Loss Ratio Award for the 2013-2015 policy years.
2. Memorandum from the Simsbury Town Clerk acknowledging the resignation of the Resident Commissioner effective September 14, 2017.
3. A letter from Comcast Business indicating a reduction in the monthly cost of our TV boxes.

RSC REPORT

The RSC Report for September was distributed and reviewed.

RESIDENT VACANCY STATUS

As of the end of September there are six vacancies at the Dr. Owen L. Murphy Apartments and zero at the Virginia Connolly Residence. There is a waiting list for both properties.

OLD BUSINESS

1. **Review Action Items:** A copy of the revised action items were distributed for review. It was requested that the action items be included in the board packets to provided commissioners an opportunity to review them before the meeting.
2. **VCR Solar Proposal:** An email was received from Ahna Johnson indicating that she has been laid off from Grid Alternatives and that they have closed their New York office. Therefore, we will not proceed with their proposal for solar on VCR. The Town of Simsbury is proceeding with a plan to install solar on two town buildings. It was recommended that we contact the two solar companies doing the work to inquire about our potential project.
3. **VCR Housekeeping Services Contract:** The current housekeeping provider has agreed to a three year contract at the cost of \$2,000/month. The contract was effective October 1st.

NEW BUSINESS

1. **Proposed Candidate for Tenant Commissioner:** It was recommended that this item be moved to Executive Session. A motion was made to amend the agenda. Commissioner Eddins made the motion and Commissioner Dickins seconded.
2. **Notice of Certificate Maturity:** There are two CD's at Simsbury Bank which are becoming mature on October 27th. Commissioners were asked to approve renewing the CD's for an additional two years. Commissioner Eddins recommended that other area banks be contacted to determine if there are better rates.

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3. **New Legislative Act:** A new act affecting housing authorities was enacted by the state legislature. The act allows tenants to procure reasonable substitute housing starting 48 hours, rather than two business days after a landlord fails to provide required essential services. The act went into effect on October 1st.
4. **Other:** No other new business was discussed.

EXECUTIVE SESSION:

A motion to go into Executive Session was made by Commissioner Dickins and seconded by Commissioner Eddins. Motion carried.

A motion to return to regular session was made by Commissioner Dickins and seconded by Commissioner Eddins. Motion carried.

ADJOURNMENT

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

Chairman Zappile adjourned the meeting at 7:25 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary