

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
DECEMBER 12, 2019
SUBJECT TO APPROVAL**

A special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 12, 2019 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 6:05 P.M. In attendance were Commissioners, Deb Clifford, Oliver Dickins, Cheryl Cook and Ron Anastasio as well as Executive Director Edward LaMontagne and Housing Administrator Christine Winters

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE: NONE

MINUTES OF THE PREVIOUS MEETING

The minutes of the November 8, 2019 Regular Meeting were reviewed by the Board. There were no corrections noted.

EXECUTIVE DIRECTOR'S REPORT

1. FY 18-19 Audit

The auditors are finalizing the audit and are waiting for a response from the town with regard to payments made for the 2017 Small Cities Grant. Once completed a copy of the audit will be made available to Commissioners.

2. 2020 Small Cities Grant

Three companies submitted proposals for professional and technical services for the 2020 Small Cities Grant. The companies are Signal Rock Consulting out of Milford Connecticut, Housing Development Team out of Stratford, Connecticut and O'Riordan Migani Architects out of Seymour Connecticut. Interviews with the three companies took place at Town Hall on Tuesday, December 10th. After the interviews, and upon conclusion of reference checks, the Housing Development Team was selected to provide the professional and technical services.

3. Apartment Inspections

The apartment inspections for both properties have been completed. The results of the inspections of the Dr. Owen L. Murphy Apartments are currently under review. The results of the Virginia Connolly Residence are currently pending.

4. Tax-Exempt Status

Information has been received from the Internal Revenue Service for applying for 501(c) (3) status. This designation is being considered for the SHA account and would allow for corporate, and other, donations. A proposal for going forward with this designation will be presented at the January Board of Commissioners meeting.

5. Health Care Renewal

Anthem Blue Cross and Blue Shield has forwarded our health care plan renewal for 2020. The renewal for the current plan will increase by \$432.83 per month or \$5,193.96 per year (20.37%). Two staff are enrolled in the plan and currently contribute 10% to the cost. Other options may be examined with our insurance agent.

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6. BOS Liaison

The First Selectman has appointed newly elected Selectman Jackie Battos as the Board of Selectman liaison to the Housing Authority Board of Commissioners.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

Apartment 20 – Ready for rent up

2. Holiday Party

The annual holiday party will be held on **Friday, December 13th at 1:00 p.m.** in the Community Room. Kane's Market will cater the party.

3. Community Room Furniture

The new furniture for the Community Room has been received and consists of four chairs, a loveseat, a coffee table, an area rug, four end tables and two lamps.

Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

Apartment 104 – Ready for rent up

Apartment 109 – Ready for rent up

Apartment 113 – Ready for rent up

Apartment 115 – Ready for rent up

2. Solar Update

The solar panels have been producing electricity since mid-October. The Eversource bill for the period covering from 9/26 – 10/25 was \$1,517.07, current read of 676, 35.80 kw. The Eversource bill for the period covering from 10/26 – 11/25 was \$1,091.70, 786 current read, 24.30 kw. During this period the sun is at a lower altitude and therefore solar generation is lower.

3. Upcoming Events

Christmas Lunch – Our annual Christmas lunch will be held on **Friday, December 20th at 12:00 noon** at VCR. Commissioners are invited to attend.

4. Assisted Living

- Lori Sullivan, RN conducted a class for residents on a relevant health issue.
- Masonicare is currently providing services to 21 residents (53%). There has been no change from November.

FINANCIAL REPORT

The financials for the month of November and year to date were distributed and discussed.

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CORRESPONDENCE

A letter was received from the daughter of a resident at VCR. The letter expressed her sincere appreciation for the staffs volunteer leadership of an exemplary organization.

RSC REPORT

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

RESIDENT VACANCY STATUS

As of the end of November there was one vacancy at the Dr. Owen L. Murphy Apartments with six individuals on the waiting list. There are four vacancies at the Virginia Connolly Residence with four individuals on the waiting list.

OLD BUSINESS

1. Revised Documents

A revised list of commission meeting dates for 2020 was distributed as well as a revised check signing schedule for January 1, 2020 – June 30, 2020.

NEW BUSINESS

None

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 6:40 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary