

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
NOVEMBER 8, 2018  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on November 8, 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, Brian Doonan and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE:**

Robert Regnier, Dr. Owen L. Murphy Apartments, spoke with regard to the Smoke Free Policy, which will be effective on January 1<sup>st</sup>.

Michele Tyler, Dr. Owen L. Murphy Apartments, spoke with regard to the Smoke Free Policy, which will be effective on January 1<sup>st</sup>.

**MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the October 11, 2018 Regular Meeting were reviewed by the Board. There were no corrections noted.

**BOARD OF SELECTMEN LIAISON REPORT**

Cheryl Cook, Board of Selectman liaison, discussed the following: Simsbury Celebrates will be held on November 24<sup>th</sup>, the Tri-Board will be meeting on December 3<sup>rd</sup> to discuss the budget for the upcoming year, a work group will be established to discuss ENO usage, Dial-A-Ride has received a grant to assist with continuing operations, the town will be discussing a Social Media Use Policy, and a full time Clinical Social Worker has been hired by the town.

**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, and installing concrete curb stops at the handicapped parking sites. The contractor still needs to install a new handrail to the sidewalk in the rear of the building as well as four decorative lights.

**2. 2019 Small Cities Grant**

The Town of Simsbury will be submitting a Request for Proposal for a consultant in early November. The RFP's are to be returned by the beginning of December. The town and I will make an assessment as to the suitability of the submissions at which point a determined as to whether or not we proceed with the grant.

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**3. VCR Solar**

This project began on Wednesday, October 17<sup>th</sup>. The project was delayed due to inclement weather, however it is still expected to be completed by the end of November, weather permitting.

**4. FY 17-18 Audit**

An agreement was signed with Mahoney & Sabol to perform our FY2017-18 audit. A date has yet to be scheduled for when the audit will begin.

**5. Marketing**

Unfortunately due to inclement weather the Chamber Spooktacular Chili Challenge scheduled for October 27<sup>th</sup> was cancelled. We will be reimbursed the paid fee of \$150.00 for our booth.

**6. Applications for Absentee Ballot**

Twelve absentee ballot applications were distributed and completed by residents for the November 6<sup>th</sup> election.

**7. Upcoming Events**

- **Monday, November 12<sup>th</sup>:** We will be hosting a special lunch at 12:00 noon to honor our veterans.
- **Friday, November 16<sup>th</sup>.** Annual Thanksgiving lunch at 12:00 noon.

**Dr. Owen L. Murphy Apartments**

**1. Vacant Apartment Renovations/Repairs**

Apt. 44 – All renovations have been completed and the unit is ready for rent up.

Apt. 12 – The VCT floor is scheduled to be replaced on November 5<sup>th</sup> & 6<sup>th</sup>.

Apt. 34 – Apartment needs to be painted.

**2. Additional Vacancies**

The residents of two apartments, 3 & 67, passed away on October 30<sup>th</sup> and October 11<sup>th</sup> respectively. Apartment 67 will require moderate renovation while apartment 3 will require minimal renovation. As of this report both apartments have yet to be cleaned out.

**3. Flu Clinic**

The Farmington Valley VNA offered flu shots to residents on October 30<sup>th</sup>. Five persons participated.

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**Virginia Connolly Residence**

**1. Fuel Oil**

We are in a consortium with the Town of Simsbury for our fuel oil. We were notified that our per gallon price for this year would be \$2.57/gallon. Last year's price was \$1.99/gallon.

**2. Fall Dinner/Entertainment**

We held 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 offered a special menu. Unfortunately, the person scheduled for entertainment called out sick at the last minute. Fortunately, we were able to secure a guitar playing singing duo for the entertainment. The dinner and entertainment was funded through the SHA account. The residents were served soup and sandwich for their regular lunch.

**3. Assisted Living**

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

**FINANCIAL REPORT**

The financials for the month of October, and year to date, were distributed and reviewed. Unusual variances were discussed. An update was also provided on the RM&R account for both properties.

**CORRESPONDENCE**

A letter as received from the Town indicating that the Board of Selectman approved the request to have Brian Doonan become a member of the Board of Commissioners.

**RSC Report**

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

**RESIDENT VACANCY STATUS**

As of the end of October 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:** There was no change in the action items from the previous month.

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**2. Other:**

No other old business was presented.

**NEW BUSINESS**

**1. December Meeting:**

The regular December meeting will be held on Thursday, December 13<sup>th</sup>. This will be an abbreviated meeting, after which the Commission will adjourn to Joe's Pizza for a holiday celebration.

**2. 2019 Meeting Schedule:**

The 2019 Board of Commissioners meeting schedule was presented. Commissioner Dickins made a motion to approve the dates, Commissioner Cook seconded, all voted in favor.

**3. Bank Accounts:**

As a result of Mr. Doonan being added to the Commission, he will now need to be added to the SHA accounts at Simsbury Bank. Prior to that Mr. Woody Eddins will have to be removed. Commissioner Dickins made a motion to remove Mr. Eddins from the SHA accounts at Simsbury Bank. Commissioner Cook seconded. All voted in favor. Commissioner Cook made a motion to add Mr. Doonan to the SHA accounts at Simsbury Bank. Commissioner Dickins seconded. All voted in favor.

**4. Copier**

Mr. LaMontagne stated that he would like to replace the current copier with a new one. The current copier is a seven year old refurbished model and is losing its capacity to be effective. The cost of the new copier will come from the money saved from the capital projects completed early this year.

**5. Other:**

No other new business was presented.

**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 7:14 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary