

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
NOVEMBER 9, 2017  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on November 9, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Vice Chairman Woody Eddins at 6:05 P.M. In attendance were Commissioners Cheryl Cook, and Oliver Dickins as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Ron Zappile was excused. The Resident Commissioner position is currently vacant.

The Pledge of Allegiance was recited.

Sandra Fleet, a potential commission member, was in attendance.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the October 12, 2017 regular meeting were reviewed by the Board and a motion to accept them, with one correction, was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried.

**BOARD OF SELECTMEN LIAISON REPORT**

Ms. Cook reviewed the following town topics; hiring of the new town manager, recount of entire ballot from Election Day on November 7<sup>th</sup>, the Board of Selectmen meeting this coming Monday and the proposed solar farm.

**EXECUTIVE DIRECTOR'S REPORT**

1. **Small Cities Grant:** A pre-bid meeting for the generator and underground storage tank was held on October 25<sup>th</sup>. Bid openings were held on November 9<sup>th</sup> at which point the lowest bidders were selected. The engineers for both projects will vet the low bidders before a contract is signed. A bid for the DOLMA storm doors should be going out by the end of November.
2. **Annual Audit:** Auditors from Mahoney Sabol completed the FY 2016-17 audit on Friday, November 3<sup>rd</sup>. The audit report should be completed shortly.
3. **State Representative Office Hours:** State Representative John Hampton will be at the Housing Authority on Wednesday, November 15<sup>th</sup> for "Office Hours". He will be at the Virginia Connolly Residence from 2:00 p.m. to 4:00 p.m. and at the DOLMA Community Building from 6:00 p.m. to 8:00 p.m.
4. **Workers Comp. Claim:** A workers comp claim was filed with our insurance carrier on Monday, November 6<sup>th</sup>. On Friday, November 3<sup>rd</sup>. Timothy O'Connor, maintenance assistant, cut his finger with a utility knife. He was sent to New England Urgent Care for treatment and is on restricted duty until November 13<sup>th</sup>.

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**Dr. Owen L. Murphy Apartments**

1. **Apartment Renovations:** Two of the apartments are having finishing touches completed and the third is in the initial stages of renovation. Another apartment was recently vacated, but will require minor renovation.
2. **Resident Meeting:** A resident meeting will be held on Wednesday, November 29<sup>th</sup> in the Community Room.
3. **Security:** One of the security cameras on the community building has been moved to provide a better view of the parking lot. A car in the lot was vandalized recently.

**Virginia Connolly Residence**

1. **Resident Matters:** A resident passed away in the hospital on October 17<sup>th</sup>.
2. **Floor Care:** The hallways and common area floors were stripped and waxed overnight on November 3<sup>rd</sup>. They will be done again in early spring after the winter season.
3. **Resident Meeting:** A resident meeting will be held on Tuesday, November 28<sup>th</sup> in the Multi-Purpose Room.
4. **Fall Dinner/Music:** A very nice dinner was held for the residents on the evening of November 7<sup>th</sup>. Glendale Senior Dining prepared a special menu for the resident's dinner and musical entertainment was provided by Tom McDonald. The residents thoroughly enjoyed both the dinner and entertainment.
5. **Veterans Lunch:** A special lunch will be held on Monday, November 13<sup>th</sup> to honor the veterans residing at the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence.
6. **Lighting Upgrades:** J.K. Energy will be installing led bulbs in all of the common area fixtures in mid-December. There is no cost to the SHA for this project.
7. **Kitchen Refrigerator:** One of the refrigerators in the kitchen broke down. The refrigerator is at least twenty years old and has been repaired several times. Glendale Senior Dining services will assist with the purchase of a new one.
8. **Assisted Living:** Masonicare is currently providing services to 21 residents (52%).

**FINANCIAL REPORT**

The financials for the month of September were unavailable due to the bank statements being delayed. Mr. LaMontagne noted that we have yet to receive our Elderly Rental Assistance Program grant from DOH, even though the state budget has been passed.

**CORRESPONDENCE**

1. A letter was received from a family member of a resident who passed away recently thanking the SHA staff for their assistance and support.

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**RSC REPORT**

The RSC Report for October was distributed and reviewed.

**RESIDENT VACANCY STATUS**

As of the end of October there are six 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 not reviewed due to their not being any changes since last month's board meeting.
2. **VCR Solar Proposal:** Per the request of the board, two solar companies working with the Town of Simsbury were contacted regarding the solar project at VCR. After discussion it was determined that we would not pursue the solar option at this time.
3. **Proposed Candidate for Resident Commissioner:** Ronald Anastasio, a resident at the Dr. Owen L. Murphy Apartments, has been recommended to fill the Resident Commissioner position vacated by Kay Coffey. His consideration for approval will be on the Board of Selectmen agenda at the November 13<sup>th</sup> meeting.

**NEW BUSINESS**

1. **Proposed Candidate for Open Commissioner Position as of 1/1/18:** Sandee Fleet has been recommended to fill a position on the Board of Commissioners, which is being vacated by Ron Zappile as of January 1<sup>st</sup>. Her consideration for approval will be on the Board of Selectmen agenda at the November 13<sup>th</sup> meeting.
2. **DOLMA Non-Smoking Lease Language:** The proposed new language, supplied by our attorney, for the Dr. Owen L. Murphy Apartments lease regarding non-smoking was reviewed. After discussion it was agreed to strike the words "of tobacco and non-prescriber marijuana". Mr. Dickens made a motion to approve the revised language. Ms. Cook seconded. All voted in favor. Ms. Winters will include the revised non-smoking statement in the lease for new tenants going forward.
3. **Other:** The quarterly Police Department Report of incidents for the Dr. Owen L. Murphy Apartments was distributed. It was noted that the number of incidents decreased by thirty one from the previous quarter.

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**EXECUTIVE SESSION:**

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

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

**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.

Vice Chairman Eddins adjourned the meeting at 7:30 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary