

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 8, 2019
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on November 8, 2019 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 8:00 A.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 October 13, 2019 Regular Meeting were reviewed by the Board. There were no corrections noted.

BOARD OF SELECTMEN LIAISON REPORT

Ms. Cook provided an update on issues and activities in the town.

EXECUTIVE DIRECTOR'S REPORT

1. FY 18-19 Audit

Auditors from Roy and Associates were on site October 24th and 25th to perform the FY 18-19 audit. The draft audit should be ready in approximately two weeks.

2. 2020 Small Cities Grant

The town plans on posting the RFP for a qualified consultant on to the DAS website and Town website on Monday, November 4th. The town will also arrange to have the RFP printed in the Hartford Courant. Per my request the town will also mail the RFP to those firms that responded to last year's RFP. The town will collect the responses and set up interview dates for early December.

3. Apartment Inspections

The apartment inspections for the Dr. Owen L. Murphy Apartments have been completed. Reports are currently being compiled after which letters will be written to those residents not in compliance with their lease. Apartment inspections for the Virginia Connolly Residence will be completed by the end of the year.

4. Marketing

- The Housing Authority had a booth at the Chamber Chili Fest on October 20th. Approximately 3,000 people attended. Comments from people who stopped by the booth included not knowing there was a Housing Authority in Simsbury and the lack of affordable housing in Simsbury. Information and pens were distributed as well as about three pounds of candy to children who were trick or treating.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

Apartment 20 – Still under renovation

BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 8, 2019
SUBJECT TO APPROVAL
PAGE TWO

Apartment 22 – Ready for rent up
Apartment 36 – Ready for rent up.

2. Resident Meeting

A Resident Meeting was held on October 23rd. At that time the following topics were discussed: 2020 Small Cities Grant, Fall Preparations, Apartment Inspections, Bombas Sock Donation, Absentee Ballot Applications, Heat Pump Filter Cleaning, Community Room Furniture and Winter Trip. Eighteen residents attended. There were no questions or comments.

3. Community Room Furniture

Per approval from the Board, new furniture has been ordered for the Community Room. A loveseat, two chairs, coffee table and area rug have been ordered. The furniture should arrive in a few weeks.

Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

Apartment 104 – Ready for rent up
Apartment 106 – Ready for rent up
Apartment 109 - Family still moving out belongings.
Apartment 113 – Ready for rent up
Apartment 115 – Ready for rent up

2. Solar Update

The electrical contractor for Lodestar Energy installed a new breaker switch in the electrical room. This switch will transfer electricity from the solar panels to the Eversource Net Meter. However sometime during the week of October 15th the breaker switch tripped and was not discovered until October 22nd when it was reset. There have been no issues since then and the system is operating normally.

3. Oktoberfest

An Oktoberfest dinner was held on Tuesday, October 22nd. At 4:30 p.m. residents enjoyed hors d'oeuvres in the lounge followed by an authentic German dinner in the dining room. The duo of "Red & Yellow" provided musical entertainment during dinner.

4. Upcoming Events

Veterans' Day Lunch – A lunch to honor those veterans residing in the Dr. Owen L. Murphy Apartments and Virginia Connolly Residence will be held on Monday, November 11th at 12:00 noon at VCR.

Thanksgiving Lunch – Our annual Thanksgiving lunch will be held on Friday, November 22nd at 12:00 noon at VCR.

Commissioners are invited to both of these events.

5. Assisted Living

- Lori Sullivan, RN conducted a class for residents on a relevant health issue.
- Masonicare is currently providing services to 20 residents. (50%)

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 8, 2019
SUBJECT TO APPROVAL
PAGE THREE**

FINANCIAL REPORT

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

CORRESPONDENCE

A letter was received from Paine's Inc. who is responsible for recycling and trash removal. The letter indicated that MIRA will be charging \$30.00 per ton for single stream recycling. The letter indicated that this cost will be passed on to us.

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 with seven individuals on the waiting list. There are three vacancies at the Virginia Connolly Residence with five individuals on the waiting list and one person expected to move in in November.

OLD BUSINESS

1. 2020 Small Cities Grant

The Housing Authority will need to acquire an architect for the proposed projects, however it was stated that a consultant needs to be hired prior to contracting with an architect. If a consultant is obtained in December then an architect would be contracted in January. It was noted that the expense for an architect would come out of the HA's operational fund and not be reimbursed by the small cities grant.

2. Action Items Update:

Action items were reviewed. Two items were removed due to being completed. Other items remain relevant.

NEW BUSINESS

1. Proposed 2020 Holidays

The proposed 2020 holidays were distributed. The following holidays will be recognized, New Year's Day, Martin L. King Birthday, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.

2. Proposed 2020 Commission Meeting Dates

The proposed Commission meeting dates were distributed. Due to the Good Friday holiday it was decided that the April board meeting be held on April 9th. Commissioner Dickins made a motion to accept the 2020 Commission meeting dates. Commissioner Cook seconded. All voted in favor.

3. Check Signing Schedule

The check signing schedule for January 1, 2020 to June 30, 2020 was distributed.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 8, 2019
SUBJECT TO APPROVAL
PAGE FOUR**

4. December Meeting

Discussion was held regarding the December meeting. It was decided that a short meeting will be held on Thursday, December 12th at 6:00 p.m. after which the commission will adjourn to a local restaurant.

5. Other

Commissioner Clifford made note of the following: thanked the Housing Authority for the donation of socks to the Simsbury United Methodist Church, Friends of Alzheimer's program, To Whom It May Concern Program and their partnership with For All Ages.

EXECUTIVE SESSION

A motion was made by Commissioner Dickins, and seconded by Commissioner Cook, to go into Executive Session. All voted in favor.

Commissioner Cook made a motion, and seconded by Commissioner Anastasi, to come out of Executive Session. All voted in favor.

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 9:40 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary