

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
DECEMBER 6, 2017
SUBJECT TO APPROVAL**

A special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 6, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:00 P.M. In attendance were Commissioners Cheryl Cook, Woody Eddins, Oliver Dickins, Ron Anastasio and Sandra Fleet and as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Kay Coffey was also present.

The Pledge of Allegiance was recited.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the November 9, 2017 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Fleet. Motion carried.

BOARD OF SELECTMAN LIAISON REPORT

Ms. Cook reviewed the following town topics; the swearing in of newly elected and reelected Board of Selectman took place on Monday, December 4th, an update on the hiring of the new town manager, and an update on the proposed solar farm.

EXECUTIVE DIRECTOR'S REPORT

1. **Small Cities Grant:** Bid openings for the generator and the underground storage tank projects took place on November 9th. Northeast Generator was the low bid for the generator project with a bid of \$74,900. Rivco Construction was the low bid for the Underground Storage Tank project with a bid of \$89,973.00. A pre bid meeting for the DOLMA storm doors was held on November 29th with a bid opening scheduled for December 14th.
2. **Annual Audit:** Auditors from Mahoney Sabol completed the FY 2016-17 audit on Friday, November 3rd. A summary of the audit results were distributed and reviewed.
3. **State Representative Office Hours:** State Representative John Hampton held "Office Hours" at the Housing Authority on Wednesday, November 15th. He was at the Virginia Connolly Residence from 2:00 p.m. to 4:00 p.m. and the DOLMA Community Building from 6:00 p.m. to 8:00 p.m.
4. **ERAP Payment:** Notice was received from DOH indicating that we would be receiving the entire Elderly Rental Assistance Program funding of \$31,008 as requested for FY 17-18. A check was received on November 23rd to cover the first six months of the fiscal year.
5. **Legislative Breakfast:** The Simsbury Chamber of Commerce has requested to have their annual Legislative Breakfast at the Virginia Connolly Residence on Tuesday, January 16th from 8:00 a.m. to 9:30 a.m. The event will be held in both the lounge and dining room. Glendale Senior Dining will cater.

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6. **Anthem BC/BS:** Correspondence was received from Anthem BC/BS indicating that our health care plan renewal would be 20.51% higher. Our renewal date is February 1, 2018.

Dr. Owen L. Murphy Apartments

1. **Apartment Renovations:** One of the apartments is having finishing touches completed and the second is in the middle of the renovation process. Both should be completed by the end of December.
2. **Resident Meeting:** A resident meeting was held on Wednesday, November 29th in the Community Room. Twenty residents attended.
3. **Holiday Party:** A holiday party will be held for the residents on Friday, December 8th in the Community Room. Kane's Market will cater.

Virginia Connolly Residence

1. **Resident Meeting:** A resident meeting was held on Tuesday, November 28th in the Multi-Purpose Room. Eighteen residents attended.
2. **Lighting Upgrades:** J.K. Energy installed led bulbs in all of the common area fixtures on November 16th. There was no cost to the SHA for this project and it should assist with our energy conversation.
3. **Kitchen Refrigerator:** A new double refrigerator was purchased for the kitchen due to a single refrigerator breaking down. Glendale Senior Dining Services paid for the new refrigerator and will bill the SHA on a monthly basis over two years at zero percent interest.
4. **Christmas Dinner:** The Annual Christmas Dinner will be held on Friday, December 22nd at 12:00 p.m. in the dining room. Commissioners are welcome to attend.
5. **Assisted Living:** Masonicare is currently providing services to 21 residents (52%).

FINANCIAL REPORT

The financials for the month of October were presented and reviewed. Unusual variances were discussed.

RESIDENT VACANCY STATUS

As of the end of November there are six vacancies at the Dr. Owen L. Murphy Apartments and no vacancy at the Virginia Connolly Residence. There is a waiting list for both properties.

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NEW BUSINESS

- 1. Approve 2018 Meeting Dates:** The proposed meeting dates for 2018 were presented. Commissioner Cook made a motion to approve and Commissioner Eddins seconded. All voted in favor.
- 2. Approve 2018 Holidays:** The proposed holidays for 2018 were presented. Commissioner Dickins made a motion to approve and Commissioner Fleet seconded. All voted in favor.
- 3. Appointment of Chairman and Vice Chairman:** It was proposed that Vice Commissioner Woody Eddins assume the position of Chairman and Commissioner Sandra Fleet assume the position of Vice Chairman effective January 1, 2018. Commissioner Cook made a motion to approve and Commissioner Dickins seconded. All voted in favor.

ADJOURNMENT

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

Chairman Zappile adjourned the meeting at 6:30 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary