

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
DECEMBER 13, 2018  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 13, 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, and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Brian Doonan was excused.

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE:** NONE

**MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the November 8, 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: A Tri-Board (BOS, BOE, BOF) was held on December 3<sup>rd</sup> to discuss the FY 19-20 Budget. The Board of Selectmen are reviewing procedures for Capital Non-Recurring expenditures, tax abatement and budget policy. A Sensory Santa Program was held at ENO Memorial Hall on December 7<sup>th</sup>.

**EXECUTIVE DIRECTOR'S REPORT**

**Administrative**

**1. Small Cities Grant**

**VCR Roadway/Sidewalk Replacement:** The handrail and lighting were installed on the sidewalk in the rear of VCR. This now completes the 2017 Small Cities Grant. Approximately \$112,000 will need to be returned to the state as all of the projects came in under budget. A project wrap up meeting was held on December 13<sup>th</sup>.

**2. 2019 Small Cities Grant**

The Town of Simsbury has received two Requests for Proposal for a consultant by the deadline date of December 3<sup>rd</sup>. They are Signal Rock Consulting out of Milford and Housing Development Team out of Stratford. A decision should be made on the consultant by early next year.

**3. VCR Solar**

After the installation of the solar panels on the roof this project has come to a grinding halt. The company installing the wiring portion of the project has stated that they are behind due to all of the inclement weather. It is still expected to be completed by the end of December, weather permitting.

**4. FY 17-18 Audit**

The auditors from Mahoney Sabol completed their field work on December 5<sup>th</sup>. A draft report will be available by December 31<sup>st</sup>.

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**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 – New VCT floor installed. New stove added. Heat pump needs to be installed. Needs to be cleaned and will be ready for rent-up.
- Apt. 34 – Apartment was painted on 12/10. Needs to be cleaned and will be ready for rent-up.
- Apt. 3 – Lever handles installed, electrical panel updated, walk-in shower installed, apt. painted on 12/6. Needs to be cleaned and will be ready for rent-up.
- Apt. 67 – Lever handles installed. Awaiting legal action.

**2. Non-Smoking Policy**

Two copies of the Non-Smoking Policy were delivered to the residents on November 1<sup>st</sup>. The residents were to sign one copy and maintain the other. The signed policy was to be returned to the office by November 30<sup>th</sup>. As of this date fifty three have been returned. Twelve have yet to be returned. The Non-Smoking Policy will become effective on January 1<sup>st</sup>.

**3. Christmas Party**

A Christmas party will be held for the residents on Friday, December 13<sup>th</sup> at 12:30 p.m. in the Community Room. Kane's Market will cater the event.

**Virginia Connolly Residence**

**1. Car Theft**

A resident's vehicle was stolen from the parking lot in front of VCR sometime during the evening of November 21<sup>st</sup> (Thanksgiving Eve). Police were contacted and a report was completed.

**2. Christmas Lunch**

Our annual Christmas lunch for the residents will be held on Friday, December 21<sup>st</sup>. The chef will be preparing a special meal. Residents from the Dr. Owen L. Murphy Apartments as well as Commissioners are invited.

**3. Lighting**

The lights on either side of the front door have been replaced due to age.

**4. Assisted Living**

- Lori Sullivan, RN conducted a class on "health news" for the residents. She will conduct another class in December.
- Masonicare is currently providing services to 22 residents. (55%)

**FINANCIAL REPORT**

The financials for the month of November, 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 - None**

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**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 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** - None

**NEW BUSINESS**

**1. 2019 Holidays:**

Commissioner Cook made a motion to approve the 2019 holidays. Commissioner Dickins seconded. All voted in favor.

**2. Check Signing Schedule:**

The check signing schedule for January 2019 through June 2019 was distributed.

**3. 2019 Small Cities Grant:**

Mr. LaMontagne discussed the advantages and disadvantages of applying for the 2019 Small Cities Grant. This grant would be used to complete renovations to the Dr. Owen L. Murphy Apartments as noted in the 2014 Capital Needs Report. Discussion was held. Commissioner Dickins made a motion for the Simsbury Housing Authority to proceed with the application for the 2019 Small Cities Grant. Commissioner Anastasio seconded. 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 6:45 p.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary