

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JANUARY 10, 2020
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 10, 2020 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 8:02 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 December 12, 2019 Regular Meeting were reviewed by the Board. There were no corrections noted.

BOS LIAISON REPORT

No report due to Ms. Battos being out of state.

EXECUTIVE DIRECTOR'S REPORT

1. FY 18-19 Audit

The audit has been completed and is under review. A letter from Roy & Associates to the Board of Commissioners, explaining the audit process, was distributed.

2. 2020 Small Cities Grant

Housing Development Team has been selected to prepare the application. A mandatory application workshop will be held on January 28th in Hartford. The town will hold a public hearing on February 10th.

3. Economic Development Breakfast

The Simsbury Chamber of Commerce, Main Street Partnership and Simsbury Economic Development Commission will be holding a Legislative Breakfast on Tuesday, February 11th at 8:00 a.m. at the Virginia Connolly Residence.

4. Winter Weather

During the month of December there were three unexpected storms, two of which necessitated the closing of the office. Six snow storms were budgeted for the season. An additional twenty five bags of ice melt were also ordered.

5. Health Care Renewal

Our employee health care plan renewal was received from Anthem BCBS with a 20.37% increase. Our insurance agent has provided several other options. The plan renews on February 1st.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

Apartment 22 – Ready for rent up

2. Resident Meeting

The bi-monthly resident meeting will be held on Wednesday, January 22nd at 2:00 p.m.

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Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

Apartment 104 – Ready for rent up
Apartment 109 – Ready for rent up
Apartment 113 – Ready for rent up
Apartment 115 – Ready for rent up
Apartment 118 – In Process
Apartment 201 – In Process

2. Solar Update

A credit for \$9,907.50 has been received from Eversource, however Lodestar Energy needs to be reimbursed for solar usage from the past six months. The Housing Authority should still see a cost savings for electricity usage.

3. Assisted Living

- Lori Sullivan, RN conducted a class for residents on a relevant health issue.
- Masonicare is currently providing services to 21 residents (53%). There has been no change from November.

FINANCIAL REPORT

The financials for the month of December and year to date were distributed and discussed.

CORRESPONDENCE

A letter was received from a resident at the Dr. Owen L. Murphy Apartments requesting she move to a vacant apartment because it had a walk-in shower. She also submitted a letter from her physician indicating the need for one. After discussion it was decided that the Housing Authority would pay to have a walk-in shower installed in her current apartment.

A Notice of Certificate Maturity was received from Liberty Bank for VCR and DOLMA. After discussion it was requested that the Executive Director attempt to secure a better interest rate at another bank.

RSC REPORT

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

RESIDENT VACANCY STATUS

As of the end of December there was one vacancy at the Dr. Owen L. Murphy Apartments with five individuals on the waiting list. There are four vacancies at the Virginia Connolly Residence with three individuals on the waiting list.

OLD BUSINESS

1. Action Items Update

A list of action items was distributed and action item updates/changes were discussed.

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NEW BUSINESS

1. Approval of Architect for 2020 CDBG

Two architectural firms submitted proposals for the 2020 Small Cities Grant. After discussion a motion was made by Commissioner Clifford and seconded by Commissioner Dickins to contract with QA&M Architects. All voted in favor. It was also recommended that a generator for the DOLMA Community Building be added to the Scope of Work.

2. 501(c) 3 Status

A draft Mission Statement, Policy and Purpose Statement and Fundraising for the establishment of a Friends of Simsbury Housing Authority was distributed and reviewed. After discussion Commissioner Cook made a motion and seconded by Commissioner Dickins to proceed with the application phase of the 501(c) 3 designation. All voted in favor.

3. Other

A motion was made by Commissioner Clifford and seconded by Commissioner Anastasio to have Commissioner Cook serve as Vice Chairman of the Board of Commissioners. This office was vacated with the resignation of Mr. Doonan from the board. Commissioners Fleet, Clifford, Dickins and Anastasio voted in favor. Commissioner Cook abstained.

EXECUTIVE SESSION

Commissioner Cook made a motion to go into Executive Session, seconded by Commissioner Dickins. All voted in favor. Executive Director was asked to remain. Housing Administrator Winters was excused.

Discussion was held regarding the Health Care Plan for employees after which it was decided to keep the existing plan but increase the percentage of contribution employees make to the plan.

Commissioner Clifford made a motion to come out of Executive Session. 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 9:26 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary