

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
FEBRUARY 14, 2020
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on February 14, 2020 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Vice Chairman Cheryl Cook at 8:02 A.M. In attendance were Commissioners, Sandra Fleet (phone) Deborah Clifford (phone), and Ron Anastasio as well as Executive Director Edward LaMontagne and Board of Selectman liaison Jackie Battos. Christine Winters, Housing Administrator, was excused. Commissioner Oliver Dickins was absent.

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE: NONE

MINUTES OF THE PREVIOUS MEETING

The minutes of the January 10, 2020 Regular Meeting were reviewed by the Board. There were no corrections noted.

BOS LIAISON REPORT

Ms. Battos stated that the Board of Selectmen approved of the Housing Authorities application for the 2020 Small Cities Grant. The Board and Town Manager are currently preparing the budget for FY 20-21. Darius Rucker will be performing at the PAC this summer.

EXECUTIVE DIRECTOR'S REPORT

1. FY 18-19 Audit

The audit is currently being finalized by the auditors. Recommendations from the audit were reviewed and discussed.

2. Economic Development Breakfast

The Simsbury Economic Development Commission and Simsbury Chamber of Commerce sponsored a breakfast, which was held at the Virginia Connolly Residence. Forty-two individuals from the community attended.

3. Health Care Renewal

Our health care plan with Anthem Blue Cross and Blue Shield has been renewed effective February 1st. Because the cost increased to 20.37% the employees on the plan will contribute 15% toward that cost.

4. Fuel Oil

We have received, from the Town of Simsbury, our new rate for fuel oil. The new rate, effective September 1, 2020 will be \$2.055/gallon. Our current rate is \$2.125/gallon.

5. Resident Council

The monthly Resident Council meeting was held on January 15th. Updates were provided and issues were discussed.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

There are currently three vacant apartments at DOLMA. All have been renovated and are ready for rent up.

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Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

There are currently four vacant apartments at VCR. Three have been renovated and are ready for rent up. One has been vacated recently and will require minor renovation.

2. Dining Room Meeting

A meeting was held for all residents on Wednesday, February 12th to discuss dining room protocols, menu changes and other relevant topics. All but two residents attended.

3. Resident Meeting

The bi-monthly resident meeting will be held on Wednesday, February 19th.

Assisted Living

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

FINANCIAL REPORT

The financials for the month of January and year to date were distributed and discussed. Overall, income is down due to the number of vacancies; and while expenses were under budget the end result was a negative net gain.

CORRESPONDENCE

An email was received from the Centers for Disease Control (CDC) containing a document titled “Interim Guidance for Businesses and Employers to Plan and Respond to 2019 Coronavirus”.

RSC REPORT

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

RESIDENT VACANCY STATUS

As of the end of January there were three vacancies at the Dr. Owen L. Murphy Apartments with five individuals on the waiting list. There are three vacancies at the Virginia Connolly Residence with two individuals on the waiting list.

OLD BUSINESS

1. 2020 Small Cities Grant

An update as to the status of the Small Cities Grant application was distributed and reviewed. The Housing Authority Executive Director and Town of Simsbury Planner attended a mandatory CDBG workshop on January 28th. A public hearing was held on Monday, February 10th at the Board of Selectmen meeting.

2. 501c3 Status

Commissioner Cook provided an update on status of the 501c3 application She believes we can use the short form. An SS-4 form to apply for an Employer Identification number needs to be completed.

3. CD's

A recommendation was made to move a CD, for the Dr. Owen L. Murphy Apartments, from Liberty Bank to Ally Bank due to the higher percentage rate. Commissioner Clifford made a motion move the CD from Liberty Bank to Ally Bank., Commissioner Anastasio seconded. All voted in favor.

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4. Action Items Update

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

NEW BUSINESS

1. Fee Accountant Proposal

A proposal from the CPA firm of Erickson, Sato & Wild for the provision of as needed professional services was distributed and discussed. The acquisition of a fee based accountant was recommended in our latest audit. Commissioner Cook made a motion for the Executive Director to sign the agreement with the CPA firm of Erickson, Sato & Wild. Commissioner Anastasio seconded. All voted in favor.

2. Eagle Scout Proposal

A proposal for Scout Matt Frey to construct a pergola at the Virginia Connolly Residence was discussed. The Housing Authority would purchase the pergola and Matt Frey would be responsible for fundraising. Because the fundraising would not cover the entire cost it was recommended that \$2,646.77, from a matured CD, be set aside for this purpose. Commissioner Cook made a motion to set aside \$2,646.77 from a matured CD to assist with the purchase of the pergola. Commissioner Anastasio seconded. All voted in favor.

3. Other

Commissioner Anastasio mentioned a concern regarding a resident at the Dr. Owen L. Murphy Apartment who, at times, gets agitated and raises his voice to other residents in the Community Room. He also makes women feel uncomfortable. Mr. LaMontagne stated that he is aware of the situation and has been in contact with the Simsbury Department of Social Services and Police Department.

ADJOURNMENT

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

Vice Chairman Cook adjourned the meeting at 9:25 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary