

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
APRIL 20, 2017
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on April 20, 2017 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:05 P.M. Also in attendance were Commissioners Woody Eddins, Oliver Dickins, Cheryl Cook, Kay Coffey; and Executive Director Ed LaMontagne. Housing Administrator Christine Winters was excused.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

MINUTES OF THE PREVIOUS MEETING

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

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectmen Liaison Commissioner Cook reported on town happenings which included the Town Budget, the Performing Art Center's ticket booth, and the continuation of plans for hiring a Town Manager.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Mr. LaMontagne reported on the Small Cities Grant that after the December 2016 construction was completed at the Owen Murphy Apartments, \$84,471.16 remained in the grant funds. Therefore, change orders were issued to extend the paving of the roadway to the Virginia Connolly Residence, and to add a railing on the path from the Owen Murphy Apartments to the parking lot of the Virginia Connolly Residence. This work will begin in May along with the reseeded of the areas affected by last year's construction.

The information for the 2017 Small Cities Grant has been submitted to L. Wagner Associates. The grant application was submitted to the Department of Housing on April 13th and notification of awards will be announced in July or August.

He reported on the budget for 2017-18, which is due to CHFA and DOH in May. A "draft" budget will be available to the Board at the May 11th meeting.

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Mr. LaMontagne reported on improvements at the Virginia Connolly Residence which included the painting of the hallways on the first floor. The work was done by a local Boy Scout troop, the paint and supplies being donated by the First Church Mission Outreach Board. Donated also were new hallway lights which were installed on both the first and second floors, along with new room numbers secured through a grant from CHFA.

He reported on the status of five vacant apartments at Owen Murphy. Two are ready for occupancy and the remaining three require renovation. Two of these will require extensive restoration. Quotes are being prepared to determine the cost of the renovations of these two apartments.

He reported that the Housing Authority would be hosting a Chamber of Commerce “Good Morning Simsbury” event at Virginia Connolly on Wednesday, April 26th from 8:00 to 9:00 a.m. Commissioners were invited to attend.

The pergola at Virginia Connolly has been decaying and deemed unsafe, therefore it was removed. Other options are being considered.

Students from the Henry James Middle School will be here on May 1st and students from Westminster School will be here on May 22nd to perform community service. The students will provide landscape maintenance.

An application is being made to CHFA for pre-transactional critical needs funding. The funding will be used to replace the old Federal Pacific circuit breaker panels in apartments 1 – 40 and the Community Building at the Owen Murphy Apartments. The replacement of these panels is noted in the Capital Needs Assessment which was completed in 2014. The cost to replace the panels is approximately \$50,000.

FINANCIAL UPDATE

Mr. LaMontagne distributed copies of the financial report covering both properties for the period ending March 31, 2017. Certain line items were discussed and questions answered.

CORRESPONDENCE

There was no correspondence to report.

MARKETING

In the absence of Housing Administrator Winters, Mr. LaMontagne reported that marketing procedures continue with ads in *The Yankee Flyer* and membership in the Chamber of Commerce Membership Directory. On-going procedures in place continue including a

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weekly crawler on SCTV; the replacement of brochures at various locations around town; and representation on various town boards and commissions.

Plans are being made for a ribbon-cutting reception celebrating the completion of the work supported by the Small Cities Grant; and plans are being made for an Open House in the spring.

RENTAL UPDATE

Mr. LaMontagne stated that there are four vacancies at Owen Murphy and none at Virginia Connolly.

It was suggested that, due to the long waiting list for apartments at Owen Murphy, our weekly ad in *The Yankee Flyer* be suspended for a period of time.

OWEN L. MURPHY APARTMENTS

During the month, a dumpster was provided for residents to discard unwanted items.

VIRGINIA CONNOLLY RESIDENCE

Mr. LaMontagne reported that as apartments are vacated improvements are being made including, replacing closet doors, installing energy efficient lights, and installing a new bathroom floor.

Assisted Living Services:

Masonicare currently provides services to twenty-two residents.

The Assisted Living Services Quarterly Meeting is scheduled for April 26th.

Programs:

The results of a recent program survey were discussed. 26 out of 38 residents responded to the survey.

OLD BUSINESS

Action Items were reviewed and were determined to be in progress which included: the completion of the work done on the property in accordance with the Small Cities Grants; Emergency Evacuation Plan; establishment of a Welfare Check Process; Chamber Good Morning event; plans for an Open House; investigation of Solar Savings; development of a new Resident Orientation Plan; Scout projects and Small Cities Grant ribbon-cutting reception.

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NEW BUSINESS

Mr. LaMontagne presented an Emergency Evacuation Plan for the Virginia Connolly Residence and distributed plans for implementing these procedures.

He also presented a proposed Welfare Check for the Owen Murphy Apartments describing procedures that would take place in the event that it was necessary to check on a resident.

The Annual Meeting was held and the proposed slate of officers was presented. They are: Chairman – Ronald Zappile; Vice-Chairman – Rev. Woodrow Eddins; Treasurer – Oliver Dickins and Secretary - Edward LaMontagne. A motion to accept the slate was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried.

EXECUTIVE SESSION

A motion to go into Executive Session was made by Commissioner Eddins and seconded by Commissioner Coffey. Motion carried.

A motion to return to regular session was made by Commissioner Cook and seconded by Commissioner Eddins. Motion carried.

ADJOURNMENT

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

Chairman Zappile adjourned the meeting at 8:10 p.m.

Submitted by,

E. J. LaMontagne

Edward J. LaMontagne
Executive Director