

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MAY 12, 2016
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on May 12, 2016 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 Cheryl Cook, Woody Eddins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Oliver Dickens was excused.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

MINUTES OF THE PREVIOUS MEETING

Regular meeting minutes of April 12, 2016.

Commissioner Cook made a motion to approve and seconded by Commissioner Coffey. Motion carried.

Special meeting minutes of April 26, 2016.

Commissioner Cook made a motion to approve and seconded by Commissioner Coffey. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on town happenings which included the status of the town budget, and the recent Hometown Hero awards.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne reported that JHS Restoration had been notified by Wagner Associates that their bid of \$109,000 for the new roof for the Virginia Connolly Residence had been accepted. A date of May 19th was established for the contract signing and preconstruction conference.

He reported that, with regard to the recent water damage at Virginia Connelly, our insurance carrier was contacted and it was determined that we have rental income coverage. Therefore, a claim has been submitted for the loss of rental income for the two apartments that were vacated during construction. We are currently awaiting a callback from the claims adjuster.

Executive Director LaMontagne reported on the subject of renting out the Community Building to outside groups. Our insurance carrier advised that any loss that may occur as a result of this action could affect our insurance rates. She advised that it be stated that no alcohol is allowed. It was suggested that a rental fee of \$100 would be charged for the use of the facility.

He reported on the contract with Glendale Senior Dining Services who will assume administrative responsibilities of the VCR dining room on June 1st. Representatives from the company met with the Chef and the Service Staff on May 3rd and they were encouraged to complete an employment application. Overall, the staff seemed to be receptive to this change.

He reported that installation of pavers to support the new benches donated by the Simsbury Women's Club were installed by Landtik Landscaping.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MAY 12, 2016
SUBJECT TO APPROVAL
PAGE TWO**

Based on the results of a recent VCR Resident Survey, a meeting was held with the Regional Director of Sanitary Maintenance Services. This is the company responsible for housekeeping services at this property. As a result of this meeting, changes will be made to their personnel and cleaning methods. A memo was sent out to the residents informing them of upcoming changes. A contract renewal with the company will be made on June 1st at the same rate as in the past year.

Executive Director LaMontagne stated that the 2016 legislative session bills with regard to Housing are being monitored. It was indicated that the Department of Housing may have a funding reduction of \$5,296,000. A special session to discuss the budget will be held shortly.

He invited the Board to the Annual Memorial Day Luncheon to be held on Friday, May 27 at noon in the Virginia Connolly dining room.

Financial Update

Copies of the monthly financial report were distributed for the period ending April 30, 2016. Certain line items were discussed and Executive Director LaMontagne responded to questions put forth by the Board, and stated that overall the report is favorable.

Correspondence

There was no correspondence to report.

MARKETING

Housing Administrator Winters advised that marketing procedures in place continue to be upheld, and that the biggest response concerning openings comes from our ad in *The Yankee Flyer* and the street signs in front of the property. Our ad in the Simsbury Chamber of Commerce 2016 Directory will be coming out soon.

RENTAL UPDATE

It was reported that there are four vacancies at Owen Murphy and two at Virginia Connolly. Ms. Winters is current working with residents off of the waiting list to fill the vacancies. It was suggested that an Open House be held in the fall.

OWEN MURPHY APARTMENTS

A dumpster was supplied for the convenience of the residents, however there was minimal use. It was decided to only provide a dumpster one time a year in the fall. A request to repaint the parking lines on the circle was discussed. Tree limbs on the property need to be trimmed.

Due to complaints from residents it was suggested that a plastic chain and a sign be installed to replace the stolen barricade between the Eno Farms property and VCR to discourage trespassers from driving through the property.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MAY 12, 2016
SUBJECT TO APPROVAL
PAGE THREE**

VIRGINIA CONNOLLY RESIDENCE

Update

There were no updates presented.

Assisted Living

Masonic Care is now in place. Favorable comments have been made by the residents with regard to their care. It was cited that Masonic Care does not offer grocery shopping for the residents as part of their care, so suggestions have been made to take advantage of Dial-a-Ride and delivery services of the local grocery stores.

Programs

Monthly calendars were distributed indicating the programs being held at both Virginia Connolly and Owen Murphy.

OLD BUSINESS

Review Action Items

All current action items remain valid and work is being accomplished on the current items. The Open House slated for the fall will be added.

NEW BUSINESS

Commissioner Cook stated that the Board of Selectmen are requesting that representatives from each of the town's boards and commissions provide a brief report to present to the Board of Selectmen at one of their regular meetings.

ADJOURNMENT

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Eddins and seconded by Commissioner Cook. Motion carried. Chairman Zappile adjourned the meeting at 6:55 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary