

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JUNE 9, 2016
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on June 9, 2016 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Ron Zappile at 6:00 P.M. Also in attendance were Commissioners Cheryl Cook, Oliver Dickins, Kay Coffey; Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Woody Eddins was excused.

The Pledge of Allegiance was recited.

No one was in attendance at the public audience.

MINUTES OF THE PREVIOUS MEETING

The Minutes of the May 12, 2016 regular meeting and April 26, 2016 special meeting were reviewed by the Board and a motion to accept them was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectman Liaison Cheryl Cook reported on town happenings, which included the proposed Charter Revision; the Tariffville water tank; Handicapped Parking Awareness Month; and the passing of the budget.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Executive Director LaMontagne reported that the Virginia Connolly Residence roof replacement work will begin on Tuesday, June 7th and is expected to take two to three weeks to complete.

Due to both of the bids for the driveway and sidewalk improvements exceeding the current construction budget of \$548,000, the engineer has reduced the scope of the work for the project. The reduced scope eliminates the road and sidewalk improvements around the Virginia Connolly Residence. The revised cost estimate is \$458,779 which is \$89,221 less than the construction budget. If the excess funds are still available after the revised scope of work, then they could be used to continue some of the proposed work around Virginia Connolly. Wagner & Associates have been contacted to determine if we can negotiate a contract for the advised scope of work with the current low bidder without having to put revised plans back out to bid. We have not had an answer to this plan as yet from Wagner & Associates.

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He reported that a freedom of information request has been received from the investigative producer at WTNH Channel 8. The producer is working on a story about elderly/disabled mixed population public housing and is requesting a number of documents by June 24, 2016. Other Housing Authorities Executive Directors have received the same request and have complied, as we expect to do.

The Connecticut Housing Finance Authority has accepted the Simsbury Housing Authority Management Plan effective July 1, 2016. The letter reflects approval of our requested rent increase provided ERAP funding is approved.

He reported that an email was received from the Department of Housing indicating that effective July 1, 2016, the Elderly Rental Assistance Program (ERAP) subsidy, upon turnover of a participating tenant, will no longer be available for further use and will be returned to DOH. Vacant units must be rented to applicants who have demonstrated ability to pay the base rent.

As yet, we have not received any communication from the Department of Housing with regard to the 2016-17 Management Plan.

Executive Director LaMontagne stated that Glendale Senior Dining began management responsibilities of the VCR dining room on June 1st. Representatives from Glendale were here to set up staffing and the operational processes. They also provided welcoming gift bags to the residents. Glendale's menu will begin on Monday June 13th after current food stores are depleted.

He reported that some needed maintenance tasks on the property are being undertaken as the end of the fiscal year approaches. They include stripping and waxing floors at Virginia Connolly; repainting of parking lines at Owen Murphy; tree work consisting of trimming or cutting down. A list of tasks was also given to maintenance to take care of various projects around the complex.

He reported that letters were sent to the residents of both properties informing them of their rent increase to be effective on July 1st. Also, new leases must be signed by the residents by July 1st.

He stated that a picnic would be held for the residents of the Owen Murphy Apartments on June 17th at 12:00 noon. The picnic will take place at the parking lot next to the Community Building and will be catered. He invited the Commissioners to attend.

He reported that Resident Council Meetings are held once a month. The Council is made up of three residents from each property and the Resident Commissioner.

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Financial Update

Copies of the monthly financial report for the period ending May 31, 2016 were distributed. The report was reviewed and certain line items were explained. Questions put forth by the Board were answered

Correspondence

There was no correspondence to report.

MARKETING

Housing Administrator Winters advised that, along with the usual methods of advertising, an Open House is planned for the fall of this year. She also stated that we would be represented at the Town's September Fest as in past years. Also, we will be hosting a "Good Morning" Network event for the Chamber of Commerce in October.

RENTAL UPDATE

Housing Administrator Winters reported that there are four vacancies at Owen Murphy, and one at Virginia Connolly.

OWEN MURPHY APARTMENTS

Updates

- Executive Director LaMontagne reported that the Simsbury Police Department's Community Service Officer is making weekly visits. During this time she walks around the Murphy Apartments and talks to residents.
- Parking lines will be re-painted on the parking lot at the first circle shortly.
- A resident meeting is planned for June 23rd.

VIRGINIA CONNOLLY RESIDENCE

Updates

- The new Housekeeping crew will start on Monday, June 3rd.
- A resident meeting will be held on June 21st.

Assisted Living

- Masonicare has hired a full-time nurse.

Programs

- The June monthly calendar of activities was distributed.

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OLD BUSINESS

Action Items were reviewed and deemed to be in process. They included: Contractor Review and landscaping enhancements at Owen Murphy; Review of Emergency Evacuation Plan for Virginia Connolly; development of the new Resident Orientation Program; investigation of Solarize SSHP; Scout projects; VCR roof – bids, planning, construction; site improvements; Chamber “Good Morning” event; Open House planning; CDBG Phase Two; presentation to the Board of Selectmen on September 26, 2016.

NEW BUSINESS

A copy of the results of a survey distributed to the residents of the Owen Murphy Apartments was discussed. It was noted that the responses regarding the Administrative Staff was overwhelmingly stated as “satisfactory”. Comments from the residents were also noted.

The Emergency Evacuation Plan for Virginia Connolly was distributed and reviewed. The plan will be sent to the Simsbury Fire Marshall and insurance carrier for review.

The check-signing schedule for the balance of the year was distributed.

EXECUTIVE SESSION

A motion to enter Executive Session was made by Commissioner Dickins and seconded by Commission Cook. Motion carried.

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

ADJOURNMENT

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Cook and seconded by Commissioner Dickins. Motion carried. Chairman Zappile adjourned the meeting at 8:05 p.m.

Submitted by,

Edward J. LaMontagne
Executive Director/Secretary