

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
NOVEMBER 10, 2016
SUBJECT TO APPROVAL**

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on November 10, 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 Woody Eddins, Cheryl Cook, Oliver Dickins, Kay Coffey, Executive Director Ed LaMontagne and Housing Administrator Christine Winters.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

MINUTES OF THE PREVIOUS MEETING

The minutes of the October 13, 2016 regular meeting were reviewed by the Board and a motion to accept them was made by Commissioner Eddins and seconded by Commissioner Cook. Motion carried.

BOARD OF SELECTMEN LIAISON REPORT

Board of Selectmen Liaison Cook gave an update of the plans for the Town Senior Center.

EXECUTIVE DIRECTOR'S REPORT

Program Updates

Mr. LaMontagne reported on the roadway improvements to the Owen Murphy property. He stated that, although the work is progressing well, it is about one week behind schedule. Work still must be done on the paving, curbing, speed bumps, and finishing touches such as grading the lawns, stones along the apartments and the striping of the roadway and parking spots. The work is expected to be completed by the end of November. Police, Fire, and Ambulance services, as well as the residents, continue to be informed of the progress. The ribbon-cutting ceremony and reception has been postponed to a later date.

He reported that the recent offer of the Simsbury First Church Mission Outreach to perform a service for the Simsbury Housing Authority was discussed with their representative. It was determined that an appropriate project would be to paint the hallways of the Virginia Connolly Residence. He stated that they might also donate funds to replace the hall lighting. The project would be slated for January.

The Simsbury Housing Authority FY 15-16 Audit was completed on October 28th. A preliminary report should be available in December.

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Mr. LaMontagne reported on the special Veteran's Day luncheon that was held on Friday, November 10th at the Virginia Connolly Residence. The luncheon was to honor our Veterans in a special way. Several state and local officials, along with family members of the Veterans, attended. Certificates of appreciation for their service to our country were presented to the Veterans by a representative from the VFW.

He reported on a new workbook that was introduced by the Connecticut Housing Finance Authority and the Department of Housing. It is an enhanced excel-based budget and interim reporting workbook that will be required for use by State Housing Authorities. The workbook is an enhanced version of the one in current use, and it will be implemented by us effective July 1st. Training on the use of this workbook will be offered to Housing Authorities in the spring.

He reported on improvements that have been made to both properties. At VCR, new artwork was purchased for the dining room; new furniture has replaced older pieces in the front foyer which include a table and chairs and an umbrella stand with umbrellas for the use of the residents and families getting in and out of cars during inclement weather. Seven new mahogany laminated tables have been purchased for the dining room and will arrive in December.

The Community Building at the Owen Murphy Apartments will have new bathroom floors installed and the interior of the building will be painted. New wooden bi-fold doors will replace the existing metal ones.

Financial Update

Mr. LaMontagne distributed copies of the financial report for the period ending October 31, 2016. Specific line items were discussed and questions answered.

Correspondence

There was no correspondence.

MARKETING

Ms. Winters reported on the on-going methods of marketing which include advertisements in *The Yankee Flyer* and *The Valley Press*, and in the Chamber of Commerce Membership Directory. She stated that there would be a press release covering the Veteran's Day luncheon at Virginia Connolly.

Plans for the future include the Ribbon Cutting ceremony to celebrate the completion of the road work at Owen Murphy; the Chamber of Commerce "Good Morning" Network event; and an Open House in the spring of 2017.

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She stated that we continue to replace the stock of brochures at the Library, Town Hall and the Social Services office.

RENTAL UPDATE

Ms. Winters reported that as of October 31st there is one vacancy at Owen Murphy and two vacancies at Virginia Connolly. Applications are currently being reviewed for the vacancies.

OWEN MURPHY APARTMENTS

The lighting in courtyard 61-70 is not operational due to a cut in the underground line. An electrician has been called and is working with the contractors to repair.

The Activity Calendar for the month of November was distributed.

VIRGINIA CONNOLLY RESIDENCE

Glendale Food Service was planning to submit a survey to the residents.

Assisted Living Services

Masonicare is in the process of distributing a survey to the residents to whom they provide services.

Currently Masonicare is providing services to 24 residents. (63%)

Programs

The Simsbury Police Department, in concert with residents from Belden Forest and Virginia Connolly, is looking for residents to assist them with their Linus Project, which is a project that makes blankets for needy children.

The Housing Authorities Annual Thanksgiving Luncheon will be held on Friday, November 18th at noon in the VCR dining room. Commissioners were invited to attend.

The activity calendar for the month of November was distributed.

OLD BUSINESS

Action Items were reviewed and given target dates. They include: DOLMA Roadway/Sidewalk Improvements; Emergency Evacuation Plan for VCR; CDBG Phase 2; Chamber Good Morning event; Plan Open House; New Resident Orientation Program; Scout Projects; Small Cities Grant Ribbon Cutting Reception.

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NEW BUSINESS

The submission of the 2017 Small Cities Grant Phase II was discussed. The grant would cover roadway/sidewalk work at VCR; a new generator for the building; and possible oil tank replacement.

It was noted that the December meeting would be held at 6:00 p.m. at VCR, and then adjourn to Joe's Pizza Restaurant for a holiday social.

A motion to go into Executive Session was made by Commissioner Eddins and seconded by Commissioner Dickins. Motion carried. Mr. LaMontagne and Ms. Winters were excused.

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

ADJOURNMENT

There being no further business to discuss, a motion to adjourn the meeting was made by Commissioner Eddins and seconded by Commissioner Coffey. Motion carried. Chairman Zappile adjourned the meeting at 7:10 p.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary