

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
OCTOBER 8, 2021
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 8, 2021. The meeting was called to order by Chairperson Sandee Fleet at 8:04 A.M. In attendance were Commissioners Cheryl Cook, Deborah Clifford, Ron Anastasio, Oliver Dickins, and Board of Selectman liaison Jackie Battos, as well as Executive Director, Melissa Green and Housing Administrator, Christine Winters.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE

None

Vice Chair Cook mentioned that she had heard from the Aging and Disability Commission that one of the Murphy residents had made a complaint to them regarding a Reasonable Accommodation request. Ms. Green stated that she knew who the resident was and that she was aware of the request and was working with the resident to accommodate her.

MINUTES OF THE PREVIOUS MEETING

The minutes of the August 13, 2021 Regular Meeting were reviewed by the Board. There were no corrections noted. A motion was made by Vice-Chair Cook, seconded by Commissioner Anastasio to approve the minutes. All voted in favor, motion carried.

BOARD OF SELECTMAN LIAISON REPORT

Liaison Jackie Battos spoke in detail on the American Rescue Plan Act (ARPA) funding that the town is receiving. She also mentioned that the Town had awarded Vice-Chair Cook with the Small Town America Civic Volunteer Award!

EXECUTIVE DIRECTOR'S REPORT

1. Maintenance/Leasing

VCR

We have two vacant units (107 which is ready to rent and (208). Unit 110 was rented.

DOLMA

Units 11, 25, 52, and 59 have been rented and we have a total of 6 vacant units.

The resident from unit 67 was transferred to unit 59 as a Reasonable Accommodation request. Units 54 and 67 are complete; we are scheduling the lease signing with the next applicants and units 10, 13, and 23 and 39 are currently being worked on.

The unit turn-overs have not gone as quickly as I would have liked due to a delay in materials and scheduling contractors. Also, we are spending a lot of money in materials which is putting our DOLMA budget in the red. I will discuss in more detail at the meeting.

2. Energy Audit

At no cost to the housing authority, Eversource contracted with CMC Energy Services to install water conservation aerators for all faucets and showers, replace the lightbulbs with LEDs and to seal and caulk any areas where we are losing heat. This work was completed at both properties in September. We are also looking into possibly purchasing Energy Star refrigerators at a 90% cost savings.

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3. FY 20 Audit

Accounting & Auditing Services will begin our FY 20-21 audit in November for the cost of \$8,500. This is a \$900 increase from last year and \$8,000 was budgeted for this. Chairperson Fleet will need to sign the engagement letter for them to proceed.

4. Resident Council

The Resident Council meeting was held on September 15th. The next meeting is scheduled for October 20th. Ms. Green mentioned that the meetings have turned into maintenance complaints and that she would like them to bring those complaints to her prior to the Council meeting. Vice Chair suggested that the Council email comments the day before the meeting to give Ms. Green the opportunity address prior to.

5. Assisted Living

Masonicare is currently providing services to 21 residents (53%).

6. Resident Events

On September 8th the Police Chief came in and joined the gentlemen for Men's Coffee. On October 5th Masonicare scheduled a flu clinic for VCR residents and on October 18th they will be providing the COVID booster shots.

7. COVID

One of the wait staff tested positive for COVID so we made a decision to close the dining room from September 27th-October 1st. The rest of the kitchen staff tested negative and we re-opened the dining room on October 4th. We have notified families that they can still visit but must not go into common areas.

FINANCIAL REPORT-AUGUST & SEPTEMBER

The financials for the months of August and September were reviewed. Ms. Green mentioned that the revenues are under budget due to the number of vacancies. She also mentioned that the expenses for DOLMA are over budget due to the cost of making repairs in the vacant units, most of the vacant units need new floors, appliances, counter tops and painting.

Ms. Green mentioned that she had sent a resident notice to the Murphy residents advising them that resident charges would be enforced when damages to the unit, property or appliances are caused by the residents. She went on to say that we are spending so much in repairs and the residents need to be held accountable. Commissioner Clifford requested that when a resident is invoiced, a letter should be sent to the resident stating that if they cannot pay the entire amount, a payment plan will be made. Ms. Green stated that she would include this going forward.

Ms. Green mentioned that it is very difficult to have the financials from the previous month completed by the Board meeting each month. Vice Chair Cook made a motion that financials are completed quarterly; the motion was seconded by Commissioner Anastasio. All voted in favor, motion carried.

OCCUPANCY REPORT

Ms. Winters provided an update to the Board, as of the end of September there were six vacant apartments at the Dr. Owen L. Murphy Apartments with 3 applicants on the waiting list and two vacant apartments at the Virginia Connolly Residence with 2 applicants on the waiting list. Applications are currently being accepted and reviewed.

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COMMUNICATIONS

None received.

OLD BUSINESS

- Update on Energy Audit-Ms. Green stated that as she had written in her report, the energy audit was completed for all units in September.

NEW BUSINESS

- Review and Take Action on Security Services Proposal-Ms. Green mentioned that due to the cost and some other issues she requested a quote from another security service provider. She mentioned that she would review the contract with the Board before making a final decision.
- Review and Take Action on Audit Engagement Letter for FY21-Chairperson Fleet signed the engagement letter for the auditors to begin the FY21 audit.
- Review and Take Action on Notice of Certificate Maturity, Liberty Bank-Ms. Green mentioned that 2 certificates of deposit were maturing the end of October. This item was tabled until after Executive Session.

EXECUTIVE SESSION TO DISCUSS DOLMA BUDGET

At 9:20 A.M. the Board along with the Executive Director, Melissa Green and Housing Administer, Christine Winters went into Executive Session and came out of Executive Session at 9:30 A.M.

ANY ACTION RESULTING FROM EXECUTIVE SESSION

Vice-Chair Cook made a motion, seconded by Commissioner Anastasio to cash in the maturing DOLMA certificate of deposit and to deposit the money into the DOLMA checking account. All voted in favor, motion carried.

ADJOURNMENT

There being no further business to discuss, a motion was made by Commissioner Dickins to adjourn the meeting, seconded by Commissioner Clifford. All voted in favor, motion carried. The meeting was adjourned at 9:40 A.M.

Submitted by,

Melissa A. Green
Executive Director/Secretary