

From: Susan Mazurski September 18, 2012 8:34:20 AM  
Subject: Housing Authority Minutes 09/13/2012 Regular Meeting DRAFT  
To: SimsburyCT\_HousingMin  
Cc:

DRAFT

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
SEPTEMBER 13, 2012

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on September 13, 2012 at the Virginia Connolly Residence at 1600 Hopmeadow Street. The meeting was called to order by the Chairman Ron Zappile at 7:08 p.m. Also in attendance were Commissioners Oliver Dickins, Woody Eddins, Cheryl Cook and Kay Coffey; Executive Director Ed LaMontagne, Housing Administrator Christine Winters, and Board of Selectmen Liaison Lisa Heavner.

The Pledge of Allegiance was recited.

There was no one present at the Public Audience.

The Minutes of the August meeting were reviewed and a motion to accept them was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried.

GENERAL UPDATES AND COMMUNICATIONS

Executive Director LaMontagne reported that the Communication System at the Owen Murphy Apartments needed to be replaced. The cost to install this system would be \$2,672.00. Commissioner Dickins made a motion that this be approved and was seconded by Commissioner Eddins. Motion passed.

Upon speaking with Mary Glassman, Town Selectman, Director LaMontagne reported that she stated that removal of snow from the roads in the property by the town would continue. He expressed the appreciation of the Housing Authority for this service.

He also stated that our involvement with the Town Energy Consortium will continue, enabling us to take advantage of reduced rates.

He also reported that he met with the Police Community Services Officer and was advised that he would be sent a monthly call report.

Director LaMontagne advised of a Small Cities Grant that is available. He stated that we were in the process of applying for this grant to finance the re-pavement of the entire property, including curb cuts. He received an estimate of \$330,000 to complete this project. This does not cover the cost of an engineer to plan the project. Obtaining estimates for this procedure are being planned. The target date for application for this grant is June 2013.

He reported that the final check from FEMA in the amount of \$1924.00 was received and this brought everything up to date.

He stated that October 4 would be a service day for the students of Westminster School. It is planned to have them do yard work, plant bulbs, and help with the general clean-up in preparation for the Open House.

Simsbury Housing Authority  
Board of Commissioners  
Meeting Minutes  
13 September 2012  
Page Two

He stated that the auditors would be here on September 18 and we would be ready to receive them.

A sign on the property was damaged by a driver and the \$200 cost to replace it will be the responsibility of the driver of the vehicle.

A fire that occurred recently at an Owen Murphy apartment resulted in the request to the tenant to pay the insurance deduction. The tenant agreed to pay a certain amount each month until the obligation was met.

He passed around a thank-you note from the family of a recently deceased resident expressing their gratitude for her care while at Virginia Connolly.

#### BOARD OF SELECTMEN LIAISON REPORT

Board of Selectmen Liaison Lisa Heavner reported on town happenings which included the new crossing path at the High School and the Governor Pinchot Reception. She stated that she was pleased to be able to bring her friend, a Cantor, to Virginia Connolly to entertain the residents. His performance was very well received by the residents and very much appreciated. She stated that there would be another Senior Night at the High School featuring pizza and a football game on October 5. All seniors in town are invited.

#### REPORT ON RENTAL INCOME

Copies of the Monthly Report for both properties were distributed and discussed. It was suggested that a new format for this report would be advantageous in presenting a clearer financial picture.

#### MARKETING UPDATE

Housing Administrator Winters reported that at present there are 3 vacancies at Virginia Connolly and 2 at Owen Murphy. She stated that we continue to advertise in the local publications and on Craig's List on the Internet. Two signs have been placed on the property on Hopmeadow St. stating that applications are now being accepted. Director LaMontagne worked a booth at Septemberfest on September 7-9 in order to provide awareness and information regarding the Housing Authority.

Plans for the Open House on October 18 are in place and she passed out the flyer that will be distributed around town advertising the event.

She also showed the personalized invitation that will be sent out to the various town officials and other interested parties.

Commissioner Eddins stated that he sent brochures and flyers to all of the churches in town.

Simsbury Housing Authority

Board of Commissioners

Meeting Minutes

13 September 2012

Page Three

Director LaMontagne stated that he had a meeting with the Hebrew Health Supervisor at which time it was suggested that they obtain their own phone and fax service as opposed to using the Housing Authority lines. It was pointed out that this would be in their own best interests with regard to HIPPA regulations and resident privacy. The suggestion was well-received and a November 1 deadline was established.

#### ACTION ITEMS

The Action Items were reviewed and items were deemed "complete" which included Resident Selection Criteria and Update of both Property Leases. Other items were given new target dates which included the Smoke-Free policy at Owen Murphy, Update of Property Handbooks, Scout's project listings, and Emergency Procedures Manual revision.

Director LaMontagne reported that Boy Scout, Nat Lungarini, would assemble the Record Keeping Shed on the property behind Virginia Connolly as his

Eagle Scout project. This project will be completed by April 13, 2013 with a cost of \$1580.00 for materials.

Commissioner Zappile suggested that the Strategic Planning issue be postponed until the end of the year.

A motion to adjourn to Executive Session to discuss personnel matters was made by Commissioner Dickins and seconded by Commissioner Cook. Motion carried. Housing Administrator Winters was excused. Executive Director LaMontagne was asked to remain.

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

There being no further business to discuss, Chairman Zappile adjourned the meeting at 9:00 p.m.