

## **BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES**

**January 7, 2021**

### **SUBJECT TO APPROVAL**

A virtual special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on January 7, 2021. The meeting was called to order by Chairman Sandee Fleet at 8:03 A.M. In virtual attendance were Commissioners Cheryl Cook and Ron Anastasio as well as Board of Selectman Jackie Battos, Executive Director Edward LaMontagne and Housing Administrator Christine Winters. Commissioners Deborah Clifford and Oliver Dickins were excused.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **PUBLIC AUDIENCE**

None

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the December 11, 2020 Regular Meeting were reviewed by the Board. There were no corrections noted.

### **BOARD OF SELECTMAN LIAISON REPORT**

Ms. Battos stated that the Board of Selectmen was in the middle of preparing the FY 21-22 budget.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **1. COVID Update**

On Sunday, December 20th we were notified that a resident at VCR was tested positive for COVID-19. As a result the residents were asked to remain isolated in their apartments, the dining room and common areas were closed and lunch was delivered to the residents apartments. Family members were notified. Because staff was in contact with the resident the office was closed for the three days prior to the Christmas break. Residents on Assisted Living Services were tested on Tuesday, December 22nd and again on December 29th. All were negative. We were able to have Hartford Health Care provide testing for those residents not receiving Assisted Living Services, staff and contractors on Wednesday, December 30th. All results of the testing were negative and the period of isolation ceased on January 4th. The next testing of residents, staff and contractors will occur on Wednesday, January 13th.

#### **2. COVID Vaccine**

Masonicare, via CVS, will be administering COVID-19 vaccinations to the residents and staff at the Virginia Connolly Residence. The first round will be held on Monday, January 18th followed by a second round on February 8th. For individuals who do not receive their first shot on January 18th they will have an opportunity to receive their first shot on February 8th followed by their second shot on March 1st. CVS will be administering the Pfizer vaccine for both shots.

#### **3. New Sign**

Our new "NOW RENTING" sign was installed on our main entry sign on Tuesday, January 5th. We will have the option of removing the sign should we not require it.

#### **4. Maintenance**

There were two potential serious maintenance issues which occurred the latter part of December.

1. Due to the heavy snowfall on December 17th and heavy rain on December 25th the flat roof over the entrance to VCR leaked into the building. We are receiving an estimate for repairing of the seams, which is a temporary fix. A need roof may need to be installed in the future.
2. Our Radio Pocket Page System, which alerts the office when there is a medical emergency or

smoke alarm activation at the Dr. Owen L. Murphy Apartments, failed in mid- December. We were notified of the failure by the Town of Simsbury Fire Marshall. A technician from Raintech Sound &

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Communications stated that we were in need of a new receiver and a quote is pending. The system, however, is currently operational.

### **5. Rent Increase**

We are moving forward with our proposed \$35.00 base rent increase for both the Virginia Connolly Residence and Dr. Owen L. Murphy Apartments. By the end of February we need to gather and analyze budget back-up information and send a request letter for the rent increase to CHFA. On or about March 1st a notice needs to be sent to residents informing them of meeting to discuss the proposed rent increase. That meeting needs to be held on or about April 1st. Commissioners are required to attend. How that meeting will take place will need to be determined. If approved, the rent increase will be included in the FY 2021-22 Management Plan. The rent increase would be effective on July 1st.

### **6. Assisted Living**

Masonicare is currently providing services to 17 residents (42.5%). This is the same number of residents receiving services as in the month of December.

## **FINANCIAL REPORT**

The financials for the month of December and year to date were not available due to an error in the VCR bank statement. Once the error is corrected by the bank the financials will be completed and distributed to the commissioners. The updated RM&R report for both properties was discussed as was the updated COVID expenditure report.

## **OCCUPANCY REPORT**

As of the end of December, there were six vacant apartments at the Dr. Owen L. Murphy Apartments. One person moved in in December. There are two vacant apartments at the Virginia Connolly Residence. Two people will be moving in in January. Applications are currently being accepted and reviewed. An ad is placed monthly in the Yankee Flyer advertising the accepting of applications.

## **COMMUNICATIONS**

None

## **NEW BUSINESS**

None

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

There being no further business to discuss, a motion was made by Commissioner Cook to adjourn the meeting, seconded by Commissioner Anastasio. All voted in favor. Motion carried.

Chairman Fleet adjourned the meeting at 8:30 a.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne

Executive Director/Secretary