

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES
DECEMBER 10, 2021
SUBJECT TO APPROVAL**

The special meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on December 10, 2021. The meeting was called to order by Chairperson Sandee Fleet at 10:34 A.M. In attendance were Vice-Chair Cheryl Cook, Commissioners Deborah Clifford, Ron Anastasio, and Board of Selectman liaison Amber Abbuhl, as well as Executive Director, Melissa Green and Housing Administrator, Christine Winters. Commissioner Oliver Dickins arrived later.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE

No one from the public attended this meeting.

MINUTES OF THE PREVIOUS MEETING

The minutes of the November 12, 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 Amber Abbuhl introduced herself as the new Liaison. She mentioned that she had spoken with Ms. Battos regarding the American Rescue Plan Act (ARPA) funding and would let us know when she heard more about where funding would go.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave an update on the vacancies, resident activities, the FY21 Audit and the status of hiring a Fee Accountant. Ms. Green mentioned that one of the Fee Accountant's recommendations was to update the software to either a newer version of QuickBooks or to PHA Web; she went on to say that PHA Web is "housing specific" software that can calculate the rents, invoice the residents, pay vendors and produce monthly financial reports. Ms. Green stated that she had used the software at her previous agency and felt that it would work well for Simsbury. The Commissioners stated that they were fine with switching and paying the annual fee and one-time set up cost.

The Executive Director mentioned that the Farmington Valley Health Department had come out to inspect a unit in the Murphy apartments due to a resident complaint regarding mold. She further stated that she was advised by the Program Coordinator from the department that the affected areas were not mold and the resident needed to clean more thoroughly with bleach and ventilate the unit. The resident was advised of this.

The Executive Director also mentioned that the employee health insurance policy was up for renewal effective February 1, 2022 and that she met with a representative from the Connecticut Partnership Plan to get pricing. She notified the Board that this new plan will save the agency over \$5,000 per year, will reduce the employee contributions, and is a very good plan.

OCCUPANCY REPORT

Ms. Winters provided an update on the vacancies and the waiting lists. As of November 30th there were four vacant units at the Dr. Owen L. Murphy Apartments and two applications received.

As of November 30th we had three vacant units at the Virginia Connolly Residence and three applications received.

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COMMUNICATIONS

The Executive Director said that there were no communications; Vice-Chair Cook mentioned that the Rogers family had contacted her and said that they were very appreciative that the Board had taken the time to listen to them last month and felt very welcome.

NEW BUSINESS

- Review Property Upgrades/Wish List-The Executive Director provided the Board with a list of items for both properties which her and her staff came up with and informed them to let her know if they had any other items to include. Commissioner Clifford mentioned that we should include the type of skill needed and pricing. Vice-Chair Cook mentioned that we would go over that at the January meeting when Ms. Barnett from Berkshire Hathaway is present.
- Contract for Orion Protective Services, Inc.-The Executive Director mentioned that she would need to talk to the current company prior to switching since there are two employees she would like to retain. She went on to say that there is language in the contract stating that there would be a charge of \$2,500 per employee and if they are unable or unwilling to waive the fee, this change will not take place until July 1, 2022.

ADJOURNMENT

There being no further business to discuss, a motion was made by Vice-Chair Cook to adjourn the meeting, seconded by Commissioner Clifford. All voted in favor, motion carried. The meeting was adjourned at 11:29 A.M.

Submitted by,

Melissa A. Green
Executive Director/Secretary