

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JULY 12, 2019
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on July 12, 2019 at the Virginia Connolly Residence, 1600 Hopmeadow St., Simsbury, Connecticut. The meeting was called to order by Chairman Sandra Fleet at 8:00 A.M. In attendance were Commissioners, Deb Clifford, Oliver Dickins and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Cheryl Cook was excused.

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE: NONE

MINUTES OF THE PREVIOUS MEETING

The minutes of the May 10, 2019 Regular Meeting were reviewed by the Board. There were no corrections noted.

BOARD OF SELECTMEN LIAISON REPORT

Due to the absence of Ms. Cook no report was provided.

EXECUTIVE DIRECTOR'S REPORT

1. FY 18-19 Audit

A contract has been signed with Roy and Associates to perform the FY 18-19 audit. Information is currently being compiled and forwarded to their offices in Maine. They will perform the site audit this fall. The audit is expected to be completed by November.

2. Resident Trips

Two trips have been schedule for residents in both properties. The first is Circus Smirkus, which is a traveling youth circus from Vermont. This event is scheduled for Tuesday, July 30th at 1:00 p.m. at the Simsbury Performing Arts Center. The second trip is to the Simsbury Summer Theater on Saturday, August 3rd at Westminster School in Simsbury. Transportation and entry fees for both events will be paid by the Housing Authority.

3. Annual Fire Marshall Inspections

The Simsbury Fire Marshall completed the annual inspection of both properties on June 26th. The violations found during the inspection were as follows: **VCR:** Apartments 117, 119, 202, 211, 216 required new smoke detector batteries; exit sign on 2nd floor next to housekeeping closet not working, kitchen hood system needs inspection (completed on 7/1), and fire sprinkler system need to be tested (completed 7/1). **DOLMA:** Fire alarm system in Community Room, evaluate emergency lighting 2 in Community Room, Exits signs in Community Room need new light bulbs, red flashing light not working for apartments 9-16, no solid red light for apt. 16, smoke alarms for apartments 4, 13, and 39 need batteries, apartments 20, 38 and 39 need to clear egress area to front door.

4. Information Monitor

A monitor is being installed on the wall next to the elevator on the first floor of the Virginia Connolly Residence. The monitor will contain information including programs, special events, and other pertinent information, including weather. The monitor is owned by the Housing Authority, but the software, which is cloud based, to install the content is provided by Screen Scape. The fee for the software is \$40.00 per month.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JULY 12, 2019
SUBJECT TO APPROVAL
PAGE TWO**

5. DRS Facility Approval Letter

The Housing Authority will be applying to the State Department of Revenue Services for a Low and Moderate Income Housing Facilities Facility Approval Letter. This letter provides a legal basis for a tax exemption. It does not appear that this has been completed previously and the DRS has no record on file.

6. Summer Help

Once again this year Gabe Towles has been hired to provide maintenance assistance over the summer. Gabe is a college student who resides in Simsbury. He will work the months of July and August.

7. Town Manager Visit

Maria Capriola, Simsbury Town Manager, visited the Housing Authority on June 20th. She was provided an overview of the Housing Authority as well as a tour of both properties.

8. Tree Work

A meeting was held with Maximum Tree Service to review potential tree removal and trimming at the Dr. Owen L. Murphy Apartments. There are several areas where trees are in danger of falling over the roadway or on to buildings. Dead or diseased trees will be removed and trees which are close to light poles or hanging over the roadway will be trimmed. Cost for two days work will be \$5,000.00.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

Apartment 42 – Will require very minor renovation

Apartment 36 – Will require moderate renovation

Two potential move outs, however formal notice has yet to be received. Both would require moderate to major renovation. Apartments 20 and 64.

2. Summer Picnic

The annual summer picnic for residents will be held on Friday, August 9th at 12:30 in the parking lot next

to the Community Building. A tent will be rented and Kane's Market will cater the event.

3. Resident Meeting

A Resident Meeting was held on Tuesday, June 25th. Mark Rudewicz, Simsbury Police Department Animal Control Officer, was in attendance and provided a presentation on various animals that frequent our neighborhoods. Other topics of discussion included, Neighborhood Assistance Grant, Survey Results, Summer Picnic, New Signage, Summer Trips and Programs & Activities. No questions or issues were brought up. Thirteen residents attended.

Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

Two pending move outs. Apartments 106 & 115

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JULY 12, 2019
SUBJECT TO APPROVAL
PAGE THREE**

2. Solar

We had not received the benefits from the solar application as yet. Upon investigation it was determined that the Eversource meter was malfunctioning. It was replaced on June 28th.

3. Assisted Living

- Lori Sullivan, RN. conducted a monthly class for residents on a relevant health issue.
- Masonicare is currently providing services to 23 residents. (57.5%)

FINANCIAL REPORT

The financials for the month of June and year to date were distributed and reviewed. Unusual variances were discussed. An update was also provided on the RM&R account for both properties.

CORRESPONDENCE

An email was received from Veronica DeLandro, District Director for Congresswoman Jahana Hayes.

RSC REPORT

The report for the month of June from Nancy Britton, RSC was distributed and reviewed.

RESIDENT VACANCY STATUS

Ms. Winters provided the following report as of the end of June. DOLMA (four vacancies): One person has signed a lease for May and one person passed away in June. Another person backed out after expressing interest in an apartment. There are zero vacancies at the Virginia Connolly Residence as of the end of June, however two are pending.

OLD BUSINESS

1. Action Items Update:

The list of action items was distributed and action item updates/changes were discussed.

2. Capital Non-Recurring Project Update

To date, all but one of the items approved for purchase through use of reserves, have been completed. These include, a new stove and lighting for the kitchen, a paved sidewalk around the VCR raised garden, landscaping throughout both properties and new signage. A new sign at the entrance of the property is still pending.

NEW BUSINESS

1. Glendale Resident Meal Satisfaction Survey

A copy of the results from a recent resident meal satisfaction survey was distributed. Overall, the results were positive.

2. FY 18-19 Audit

Requested paperwork for the FY 18-19 audit is being compiled and will be mailed to Roy & Associates in Maine. The audit is expected to be completed by November.

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
JULY 12, 2019
SUBJECT TO APPROVAL
PAGE FOUR**

3. FY 19-20 Budget

To date, the Virginia Connolly Residence, Congregate, Dr. Owen L. Murphy Apartment and RSC budgets have been approved. The only budget pending approval is the Elderly Resident Assistance Program for the Dr. Owen L. Murphy Apartments.

4. Simsbury Bank Resolution

A resolution to add Commissioner Deborah Clifford as a signer on the Housing Authority bank accounts was signed by all in attendance.

EXECUTIVE SESSION

A motion was made by Commissioner Anastasio and seconded by Commissioner Dickins to go into Executive Session. All voted in favor.

A discussion was held regarding staff salaries for FY 19-20. Commissioner Dickins made a motion to accept the presented salary increases. Commissioner Clifford seconded. Motion passed.

Commissioner Dickins made a motion and seconded by Commissioner Clifford to come out of Executive Session. All voted in favor.

ADJOURNMENT

There being no further business to discuss, a motion was made by Commissioner Dickins to adjourn the meeting, seconded by Commissioner Anastasio. Motion carried.

Chairman Fleet adjourned the meeting at 9:40 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary