

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
MAY 10, 2019
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on May 10, 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 Cheryl Cook, Oliver Dickins and Ron Anastasio as well as Executive Director Ed LaMontagne and Housing Administrator Christine Winters. Commissioner Brian Doonan was excused.

The Pledge of Allegiance was recited.

PUBLIC AUDIENCE: NONE

MINUTES OF THE PREVIOUS MEETING

The minutes of the April 12, 2019 Special Meeting were reviewed by the Board. There were no corrections noted.

BOARD OF SELECTMEN LIAISON REPORT

Cheryl Cook, Board of Selectman liaison, provided an update on issues and events concerning the Town of Simsbury.

EXECUTIVE DIRECTOR'S REPORT

Administrative

1. Audit RFP

Two proposals for audit services for the 2018-19 fiscal year were received by the RFP deadline of April 19th. The firms were Maletta & Company from Bristol, and Roy and Associates from Bangor, Maine.

2. Commercial Liability and Property Insurance

The Housing Authority Insurance Group was part of the State of Connecticut DAS Insurance program. Therefore, the Housing Authorities Commercial Property and Liability Insurance were underwritten by Arthur Gallagher Insurance in Chicago. After two years, and after receiving complaints from Housing Authorities, HAI has decided to withdraw from the state insurance program and take back underwriting these insurance policies. This will be effective with our renewal in July.

3. Grant Applications

The Housing Authority is considering applying for two grants. The first is the 2019 Connecticut Neighborhood Assistance Act through the Town of Simsbury. This grant is for up to \$150,000 and can be used for apartment renovations. The application was turned in to the town on Wednesday, May 8th. It will be on the Board of Selectmen agenda on Monday, May 13th. The second grant is through the Connecticut Housing and Finance Authority. We would be applying for an \$8,984 grant to construct an asphalt path around the raised garden at VCR. This is a matching grant and the Simsbury Department of Social & Community Services has been approached for the matching funds.

4. Resident Surveys

The surveys for both properties have been returned. 42 surveys (63%) were returned from the Dr. Owen L. Murphy Apartments and 27 surveys (68%) were returned from the Virginia Connolly Residence.

5. FY 19-20 Budget

The FY 19-20 budget for the Dr. Owen L. Murphy Apartments was submitted to CHFA and the budget for the Virginia Connolly Residence and Congregate was submitted to the Department of Housing on

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Friday, April 26th. CHFA has forwarded a letter indicating their approval of the DOLMA budget. The Virginia Connolly and Congregate budget may not be approved until July or August.

6. Resident Council

The Resident Council met on April 17th and discussed the following topics: FY19-20 budget, status of apartment renovations, storage room locks, Capital Expenditure requests, solicitors/safety/security, spring preparations and resident surveys. Resident comments brought up included a request to inform residents to use one machine at a time (DOLMA), and the cost of doing laundry increasing (DOLMA). There were no comments from VCR residents.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

- Apt. 18 – Ready for rent up.
- Apt. 22 – Ready for rent up.
- Apt. 67 – Ready for rent up.
- Apt. 69 – Ready for rent up.

2. Spring Clean-Up

A dumpster has been rented for the week of May 6th for residents at the Dr. Owen L. Murphy Apartments to discard unwanted items.

3. Resident Meeting

A Resident Meeting was held on Tuesday, April 17th. At that time topics of discussion included, laundry room use, Storage room locks, resident surveys, capital expenditures, apartment vacancies/renovations, safety/security/solicitors, spring clean-up and programs. The residents brought up the following: the Board of Commissioner Minutes are not posted, can a change machine be put in the laundry room, can two temporary handicapped parking spaces be added to the lower parking lot when residents have to move their cars out of the circle, and the light post next to the gazebo is out. Twenty three residents attended.

Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

All apartments are currently occupied.

2. Assisted Living

- Lori Sullivan, RN. conducted her monthly class for residents on April 24th.
- Masonicare is currently providing services to 23 residents. (57.5%)

FINANCIAL REPORT

The financials for the month of April 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

No correspondence was received.

RSC REPORT

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

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RESIDENT VACANCY STATUS

Ms. Winters provided the following report as of the end of April. DOLMA (four vacancies): One person has signed a lease for May and one person moved out. There are zero vacancies at the Virginia Connolly Residence as of the end of April.

OLD BUSINESS

1. Action Items Update:

The list of action items was not distributed due to their being no changes this month.

2. Resident Survey Results

The survey results from both properties were distributed and reviewed. Overall the results were positive. The comments made by residents that can be addressed will be.

NEW BUSINESS

1. Audit Proposals

The audit proposals from Maletta & Company in Bristol and Roy and Associates of Bangor, Maine were reviewed. After a short discussion a motion was made by Commissioner Cook to accept the proposal from Roy and Associates. Commissioner Anastasio seconded and all voted in favor.

2. FY 19-20 Budget

Mr. LaMontagne provided a PowerPoint presentation showing the FY 18-19 budget and proposed FY 19-20 budget. After a short discussion Commissioner Cook made a motion to accept the FY 19-20 proposed budget. Commissioner Dickins seconded. All voted in favor.

3. Capital Non-Recurring Requests

Mr. LaMontagne provided a PowerPoint presentation on Capital requests for both properties. The requests included, a new stove for the kitchen at VCR, a paved path surrounding the raised garden in the back of VCR, new cordless blinds for the resident apartments at VCR, a new sign at the entrance of the property, new signage throughout the property, new furniture for the Community Room, and landscaping. Commissioner Anastasio made a motion to approve the capital expenditures. Commissioner Dickins seconded. All voted in favor.

ADJOURNMENT

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

Chairman Fleet adjourned the meeting at 9:35 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary