

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
OCTOBER 11, 2019  
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on October 11, 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, Cheryl Cook and Ron Anastasio as well as Executive Director Ed LaMontagne. Housing Administrator Christine Winters was excused.

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE:** NONE

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the September 13, 2019 Regular Meeting and September 19, 2019 Special Meeting were reviewed by the Board. There were no corrections noted.

**BOARD OF SELECTMEN LIAISON REPORT**

Ms. Cook provided an update on issues and activities in the town.

**EXECUTIVE DIRECTOR'S REPORT**

**1. FY 18-19 Audit**

Roy and Associates will be on site October 24<sup>th</sup> and 25<sup>th</sup> to perform the FY 18-19 audit.

**2. FY 2019-20 Budget**

The Housing Authority received an executed copy of the Elderly Rental Assistance Program (ERAP) for the Dr. Owen L. Murphy Apartments for the 2019-20 fiscal year on September 27<sup>th</sup>. A payment request has been submitted to DOH for the period covering from July 1, 2019 to December 31, 2019.

**3. Applications for Absentee Ballots**

Once again this year the Housing Authority will make available absentee ballot applications to the residents at the Dr. Owen L. Murphy Apartments and Virginia Connolly Residence. The absentee ballots will be for the municipal election to be held on November 5<sup>th</sup>.

**4. Marketing**

- An ad has been placed in the Yankee Flyer on a weekly basis indicating the Housing Authority is accepting applications.
- Signs have been placed at the front of our property indicating we are accepting applications.
- Booth at Chamber Chili Fest – October 20<sup>th</sup> Cost \$150.00

**5. ADT Camera Proposal**

The Simsbury PD is recommending installation of an additional security camera at VCR in order to improve the monitoring of individuals entering and exiting the building as well as the front parking lot. Currently, there are two cameras in the rear of the building. The recommendation is to install a camera at the front entrance. Cost for installation is \$370.00 with a monthly fee of \$9.31. Our current expenditure for security cameras (two at DOLMA, two at VCR) is \$84.29 per month, which is split between the two properties.

**Dr. Owen L. Murphy Apartments**

**1. Vacant Apartment Renovations/Repairs**

Apartment 20 – Renovation almost complete.

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Apartment 22 – Ready for rent up  
Apartment 36 – Renovation almost complete.

## **2. Flu Clinic**

The Farmington Valley VNA held a Flu Clinic on Oct. 3<sup>rd</sup> in the Community Building. The Flu Clinic was held at the same time as the monthly Blood Pressure/Sugar Screening and rent collection. We provided coffee and the Farmington Valley VNA supplied a coffee cake to encourage participants. 17 residents received flu shots.

## **3. Fall Social**

At the request of the Resident Council a Fall Social was held on Oct. 3<sup>rd</sup> at 6:00 p.m. in the Community Building. The purpose of the event was for the new residents to meet the long-time residents in an informal setting. The Housing Authority supplied pizza and refreshments for the event. Approximately 20 residents attended.

## **Virginia Connolly Residence**

### **1. Vacant Apartment Renovation/Repairs**

Apartments 106 & 115 - Both have been minimally renovated and are ready for rent up. Unfortunately, four residents passed away between September 10<sup>th</sup> and 30<sup>th</sup>. As a result, there are four additional vacant apartments: 104, 109, 113, and 221. Fortunately, all four will require minimal renovation and should be ready for rent up in a short period of time.

### **2. Solar Update**

The electrical contractor for Lodestar Energy is scheduled to be on site on Tuesday, October 8<sup>th</sup> to install a new breaker switch in the electrical room. This switch will transfer electricity from the solar panels to the Eversource Net Meter. Once this is completed we should realize savings from the use of the solar panels.

### **3. Oktoberfest**

We will be holding an Oktoberfest dinner on Tuesday, October 22<sup>nd</sup> starting at 4:30 p.m. Residents will start off with hors d'oeuvres in the lounge followed by an authentic German dinner in the dining room. The evening will be capped off with musical entertainment by "Red & Yellow"

### **4. Flu Clinic**

Masonicare conducted a flu clinic on Tuesday, October 1<sup>st</sup> from 10:00 to 12:00 noon for the residents at VCR.

### **5. Assisted Living**

- Lori Sullivan, RN conducted a class for residents on a relevant health issue.
- Masonicare is currently providing services to 20 residents. (50%)

## **FINANCIAL REPORT**

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

## **CORRESPONDENCE**

- A Certificate of Deposit maturity notice was received from Simsbury Bank for both properties. Both certificates will mature on October 26, 2021 if no action is taken. Commissioner Cook made a motion to automatically renew the certificates. Commissioner Dickins seconded. All voted in favor.

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- An email was received from the Boy Scout who was supposed to perform an Eagle Scout project at VCR. Due to various reasons he indicated that he would not be able to complete the project.
- An email was received from a resident at the Dr. Owen L. Murphy Apartments regarding her request to post information, regarding sexual harassment, in the Community Room. The Housing Authority will assume that responsibility.
- The Housing Authority received a donation of 500 pairs of socks from Bombas. The socks will be distributed to residents in both properties upon request.

**RSC REPORT**

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

**RESIDENT VACANCY STATUS**

The following report was distributed. As of September there are three vacancies with seven individuals on the waiting list. There are two vacancies at the Virginia Connolly Residence with four individuals on the waiting list.

**OLD BUSINESS**

**1. Action Items Update:**

There were no changes in the action item list from last month.

**NEW BUSINESS**

**1. Proposed Plan for 2020 Small Cities Grant**

A proposed timeline and Scope of Work was distributed and discussed. Commissioner Dickins mad a motion for the Executive Director to forward both documents to the Town Manager, and other parties, for action. The motion was seconded by Commissioner Anastasi. All voted in favor.

**2. Email from DOH/CHFA**

An email was received from DOH/CHFA requesting the Housing Authority develop a plan to address what capital needs are required at our property over the next 1-3, 5 and 10 years as they relate to health and life safety.

**3. Other**

Commissioner Clifford discussed a theater performance to raise awareness and eradicate the stigma associated with dementia. The performance will be held on October 21<sup>st</sup> at 6:30 p.m. at the Hop Meadow Country Club.

**EXECUTIVE SESSION**

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

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

**ADJOURNMENT**

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

Chairman Fleet adjourned the meeting at 9:25 a.m.

Submitted by,

*EJ LaMontagne*

Edward J. LaMontagne  
Executive Director/Secretary