

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES
SEPTEMBER 13, 2019
SUBJECT TO APPROVAL**

A regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on September 13, 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 July 12, 2019 Regular 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 24th and 25th to perform the FY 18-19 audit.

2. FY 2019-20 Budget

The Management Plans for the Dr. Owen L. Murphy Apartments, Virginia Connolly Residence/Congregate and Resident Service Coordinator were approved and currently being implemented. We are still waiting for the Department of Housing to approve the Elderly Resident Assistance Program for the Dr. Owen L. Murphy Apartments.

3. Resident Trips

Two trips were scheduled for residents in both properties. The first was Circus Smirkus, which is a traveling youth circus from Vermont. This event was scheduled for Tuesday, July 30th at 1:00 p.m. at the Simsbury Performing Arts Center, however due to the extreme heat and humidity the trip was cancelled. The SMPAC reimbursed the cost of the tickets. The second trip was to the Simsbury Summer Theater on Saturday, August 3rd at Westminster School in Simsbury. Eight residents attended. The transportation and entry fee were paid by the Housing Authority.

4. Property Improvements

The new sign at the entrance of the property was installed on July 19th. AAA Stripping repainted the crosswalks at the DOLMA Apartments as well as new directional arrows. They also painted the speed bumps yellow for better visibility. Maximum Tree Service spent three days on the property in mid-August removing dead trees and trimming limbs.

5. NAA

The Housing Authority program for replacing exterior doors at the Dr. Owen L. Murphy Apartments was approved by the Connecticut Department of Revenue Services. Requests have to be made from businesses who, if they donate, can use the donations as a tax credit. Requests have to be made between September 15th and October 1st.

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6. Marketing

Ad in Simsbury Summer Theater program 7/31 – 8/3 Cost \$100.00
Booth at Septemberfest, September 6th – 8th No cost
Booth at Chamber Chili Fest – October 20th Cost \$150.00

7. Employee Reviews

A meeting was held with all employees to review past years objectives and to develop new objectives for the coming year. Based on approval from the Board, the employees were also provided with their salary increases for FY 2019-20.

Dr. Owen L. Murphy Apartments

1. Vacant Apartment Renovations/Repairs

Apartment 20 – Resident moved out on September 1st. Will require minimum renovation.
Apartment 22 – Ready for rent up
Apartment 36 – Needs moderate renovation.
Apartment 67 – Ready for rent up

2. Summer Picnic

The annual summer picnic for residents was held on Friday, August 9th at 12:30 in the parking lot next to the Community Building. A tent was rented and Kane's Market catered the event. Approximately 35 residents attended as well as two officers from the Simsbury Police Department.

3. Flu Clinic

The Farmington Valley VNA will be holding a Flu Clinic on Oct. 3rd in the Community Building. The Flu Clinic will be held at the same time as the monthly Blood Pressure/Sugar Screening and rent collection. We will be providing coffee and the Farmington Valley VNA will be supplying a coffee cake to encourage participants. We will also be putting out a flyer prior to the event.

4. Fall Social

At the request of the Resident Council a Fall Social will be held on Oct. 3rd at 6:00 p.m. in the Community Building. The purpose of the event is for the new residents to meet the long-time residents in an informal setting. We will be supplying pizza and refreshments for the event.

Virginia Connolly Residence

1. Vacant Apartment Renovation/Repairs

Two move outs. Apartments 106 & 115
Both have been minimally renovated and are ready for rent up.

2. New Refrigerator

A new refrigerator for the kitchen was delivered and installed on July 17th.

3. Farmington Valley Health District Inspection

An inspector from the FVHD inspected the kitchen on July 29th. A total score of 100% was achieved, which was the first time that occurred.

4. Mold Issue

A resident had a mold issue in her bathroom which necessitated testing and remediation. After the mold was remediated a new floor was installed in the bathroom.

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5. Solar Update

We have yet to realize any savings from the solar panels. This was determined to be due to an incorrect wiring issue by the contracted electrician. As a result a new breaker had to be ordered. The installation is scheduled for the first week of October.

6. Water Leak

A leak occurred above the ceiling in one of the hallways. The cause was a pinhole leak in a section of the hot water line.

7. Monitor

The monitor next to the elevator on the first floor is up and running. The monitor includes such information as the weekly menu, weekly events, Mary's Pun of the Week, hairstylist contact info. and other pertinent info.

8. Assisted Living

- Lori Sullivan, RN. held a monthly class for residents on a relevant health issue.
- Masonicare is currently providing services to 24 residents. (60%)

FINANCIAL REPORT

The financials for the month of August and year to date were unavailable due to an error in Quickbooks which had to be corrected. An update was provided on the RM&R account for both properties.

CORRESPONDENCE

An email was received from Bombas. The company is donating 500 pairs of socks to the Housing Authority.

RSC REPORT

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

RESIDENT VACANCY STATUS

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

OLD BUSINESS

1. Action Items Update:

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

NEW BUSINESS

1. Check Signing Schedule

The check signing schedule for the months of July- December was distributed.

2. Inquiry

A request has been made from Mansour Developers to have the Housing Authority administrate the keeping of records for all new buyers and subsequent sale of affordable housing on Hendricks Lane in Simsbury. Commissioner Cook will be following up with the Town Planner.

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EXECUTIVE SESSION

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

A discussion was held regarding the Executive Directors performance appraisal during the 2018-19 year.

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 9:45 a.m.

Submitted by,

EJ LaMontagne

Edward J. LaMontagne
Executive Director/Secretary