

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING APRIL 24, 2018 WELLS RUN

Called to order at 1:12 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Tom McClintock, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Commissioners absent: Bob Miller and Barbara Spring.

Tenant's present: No tenants were in attendance.

Minutes:

Motion made by Tom McClintock to accept the minutes from April 10, 2018 as presented. Motion seconded by Ruth Torizzo. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo mentioned that the residents are looking forward to the presentation on the history of Litchfield at Bantam Falls by Sandra Becker on Friday, April 27, 2018.

Bills and Communications:

Jim Simoncelli Jr. stated that the Kone invoice has been adjusted.

Jim Simoncelli Jr. mentioned that the Optimum Bill has been resolved.

Private Grants / Fundraising:

- A. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the Litchfield Housing Authority has received the check from Seherr-Thoss for the roofing project at Wells Run beginning May 2, 2018.

- B. Other - Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. stated that the material for the Wells Run roofing project will be delivered on Friday, April 27, 2018. The duration of the project will be approximately 4 weeks. Notices will be sent to all residents at Wells Run one week prior for review of the roofing project schedule.

Jim Simoncelli Jr. stated that the sweeping of the Bantam Falls parking lot will begin this week.

Jim Simoncelli Jr. mentioned that the renters rebate program will be held at Wells Run on Tuesday, May 8, 2018 and at Bantam Falls on Thursday, May 10, 2018.

Financial Report:

A financial report was not presented.

Inspection of Grounds:

An inspection of the grounds was not done.

Unfinished Business:

A. LHA Policies and Procedures

1. Tenant Handbook – Nothing to report at this time.
2. Policy Violation Fee – Nothing to report at this time.
3. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Jim Simoncelli Jr. distributed the approved key policy to the commissioners who were not present at the last meeting.
2. Security System -Nothing to report at this time.

C. LHA Re-Keying

1. Bantam Falls – Jim Simoncelli Jr. stated that the re-keying at Bantam Falls will begin May 2, 2018 and should conclude on May 4, 2018.
2. Wells Run – Nothing to report at this time.

- D. 2016-2017 Audit – Jim Simoncelli Jr. mentioned that Jason Geel from Maletta & Co. will be coming to Bantam Falls on Thursday, April 26, 2018 to view documents as part of the 2016 & 2017 audit.
- E. Barn at Wells Run – Jim Simoncelli Jr. stated that the delivery of the barn for Wells Run has been rescheduled from April 24, 2018 to May 1, 2018.
- F. Rear sidewalk replacement at Bantam Falls – Jim Simoncelli Jr. mentioned that he will be getting quotes for the repair of the sidewalk at Bantam Falls.

New Business:

Nothing to report at this time.

Tabled Items:

- a. LHA Rental Deposits – Nothing to report at this time.
- b. Re-Organizing LHA Stored Files – Nothing to report at this time.

Executive Session:

Executive session was not entered.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Ruth Torizzo. Motion passed. Meeting adjourned at 2:17 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority