

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING FEBRUARY 13, 2018

Called to order at 1:05 PM by Chairperson Barbara Spring

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

Commissioners absent: Sandra Becker

Tenant's present: Joan Morgan (Unit 17), Peggy Isley (Unit 21) and Jean Adams (Unit 7).

**Minutes:**

Motion made by Tom McClintock to accept the minutes from January 23, 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 there will be a pizza party in the community room at Bantam Falls for Valentines Day and 20 people have signed up.

**Bills and Communications:**

Jim Simoncelli Jr. stated the down payments for the security cameras for both Wells Run and Bantam Falls have been signed as well as for the barn at Wells Run.

**Private Grants / Fundraising:**

A. Seherr-Thoss Grant –

1. Jim Simoncelli Jr. stated that he should be hearing by the end of March 2018 if the funding for the roofing project at Wells Run has been approved.

B. Other

**Report of Executive Director:**

Jim Simoncelli Jr. mentioned that unit A3 at Wells Run is being renovated. It is rented as of March 1, 2018.

Jim Simoncelli Jr. stated that the framing has been repaired in unit G1 at Wells Run and is rented as of March 15, 2018. Unit F2 will be next to renovate.

Jim Simoncelli Jr. mentioned that the hallway and stairwell at Bantam Falls are currently being painted.

Jim Simoncelli stated that the recycling bin had not been emptied on the scheduled day, so a twenty-dollar credit was issued to the account.

Jim Simoncelli Jr. mentioned that he was discussing the location where the barn should be at Wells Run.

### **Financial Report:**

Jim Simoncelli Jr. distributed the Financial Report for January 2018 which consist of the following reports; Statement of Cash Flows YTD January 2018, Bank Balance Statement YTD January 2018, and Transaction List by Vendor for January 2018. Motion made by Tom McClintock to accept the Financial Report for January 2018. Motion seconded by Ruth Torizzo. Motion passed.

### **Inspection of Grounds:**

Ruth Torizzo mentioned that there was ice on some of the sidewalks caused by the melting snow.

### **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. Commissioners Book – Jim Simoncelli Jr. mentioned that the commissioners book will be presented at the next LHA board meeting.
4. Procurement Policy – Nothing to report at this time.

#### B. LHA Security

1. Key Policy – Nothing to report at this time
2. Security System - Jim Simoncelli Jr. stated that the security cameras have been installed at Wells Run and the installation of security cameras at Bantam Falls will begin February 16, 2018.

#### C. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. stated that the painting of the hallway and second floor stairwell are currently being painted.

- D. Re-Keying Bantam Falls – Jim Simoncelli Jr. mentioned that he will get additional information to the locksmith for the re-keying process.
- E. Re-Organizing LHA Stored Files – Nothing to report at this time.

**New Business:**

- A. 2016 -2017 Audit – Jim Simoncelli Jr. mentioned that the audit has a tentative date of May 8, 2018.
- B. Bird Feeder Policy – Jim Simoncelli Jr. stated that notices were sent out to all residents at Wells Run and Bantam Falls banning bird feeders and the feeding of wildlife and that a policy will be sent to all residents to sign.

**Tabled Items:**

- A. Shed at Wells Run – Jim Simoncelli Jr. stated that the barn for Wells Run has been ordered and will be installed late spring of 2018
- B. Storage shed locks at Wells Run – Nothing to report at this time.
- C. LHA Rental Deposits – Nothing to report at this time.

**Executive Session:**

- A. Pending Litigation
  - a. Motion made by Tom McClintock to enter into Executive Session. Motion seconded by Ruth Torizzo. Motion passed. Executive Session was entered at 2:22 PM.
  - b. Motion made by Bob Miller to exit Executive Session. Motion was seconded by Ruth Torizzo. Executive Session ended at 2:32.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Ruth Torizzo.  
Motion passed. Meeting adjourned at 2:33 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority