

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING APRIL 10, 2018 BANTAM FALLS

Called to order at 1:02 PM by Bob Miller.

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

Commissioners absent: Sandra Becker and Barbara Spring.

Tenant's present: No tenants were in attendance.

**Minutes:**

Motion made by Tom McClintock to accept the minutes from March 27, 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 program at Bantam Falls on nutrition presented by the VNA was very informative and 15 residents were in attendance.

The next program will be a presentation on Julius Deming and the history of Litchfield which will be presented by the Litchfield Housing chairperson Sandra Becker.

**Bills and Communications:**

Jim Simoncelli Jr. stated that Kone Elevator submitted an amended maintenance contract which spans through the end of the 2018 calendar year.

Jim Simoncelli Jr. mentioned that the Litchfield Housing Authority is waiting for an amended contract from Red Hawk that will span the calendar year 2018.

**Private Grants / Fundraising:**

- A. Seherr-Thoss Grant – - Jim Simoncelli Jr. mentioned that Clifford Cooper created an AIA document to serve as a contract for the Seherr-Thoss grant for the roofing project at Wells Run. The AIA contract was signed by JHS Restoration, The Litchfield Housing Authority and Clifford Cooper.
- B. Other – Nothing to report at this time.

Jim Simoncelli Jr. stated that unit F2 at Wells Run is rented as of April 15, 2018 and that unit E1 will be next to be renovated.

Jim Simoncelli Jr. mentioned that Aquarion Water subcontracted David Tinker Excavation LLC to test and replace the water meter at Bantam Falls at no charge. A letter will go out to the residents one week prior as the water will be shut off for approximately 30 minutes during the repair.

Jim Simoncelli Jr. stated that the Litchfield Housing Authority has hired a temporary maintenance worker.

Motion made by Tom McClintock for the Litchfield Housing Authority to pay for supplies for a wreath making program which will take place in May 2018 at Bantam Falls. Ruth Torizzo seconded the motion. Motion passed.

### **Financial Report:**

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

Motion made by Ruth Torizzo to accept the Litchfield Housing Authority Expense Policy as amended. Motion seconded by Tom McClintock. Motion passed.

### **Inspection of Grounds:**

An inspection of grounds was not completed.

### **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. Unit Modification Policy – Nothing to report at this time.
4. Procurement Policy – Nothing to report at this time.
5. Bird Feeder Policy – The Litchfield Housing Authority is waiting on residents from Wells Run and Bantam Falls to return the signed bird Feeder Policy.

#### B. LHA Security

1. Key Policy – Jim Simoncelli Jr. presented the Litchfield Housing Key Policy to the commissioners. Ruth Torizzo motioned to accept the Litchfield Housing Key Policy as amended. Tom McClintock seconded the motion. Motion passed.

2. Security System – Nothing to report at this time.

C. LHA Re-Keying

1. Bantam Falls – Jim Simoncelli Jr. mentioned that the re-keying project at Bantam Falls will begin May 2, 2018. A notice will be sent out to all Bantam Falls residents giving them a 2-week notification.
2. Wells Run – Nothing to report at this time.

D. Re-Organizing LHA Stored Files – Nothing to report at this time.

E. 2016-2017 Audit – Jim Simocelli Jr. stated that Maletta & Co. changed their audit meeting date from May 8, 2018 to May 22, 2018.

F. Barn at Wells Run – Jim Simoncelli Jr. stated that the old barn was removed at Wells Run and the new slab was installed by Towne and Aurell in preparation for the new barn.

G. Rear sidewalk replacement at Bantam Falls – Nothing to report at this time.

**New Business**

**Tabled Items:**

A. LHA Rental Deposits

**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 2:12 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority