

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 27, 2018 WELLS RUN

Called to order at 1:03 PM by Chairperson Sandra Becker

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

Tenant's present: No tenants were in attendance.

Minutes:

Corrections to minutes from Regular Meeting on February 13, 2018.

On the first page under "Commissioners present", Sandra Becker was not present, and her name should be removed from "Commissioners present".

Motion made by Barbara Spring to accept the minutes from February 13, 2018 as amended. Motion seconded by Tom McClintock. Motion passed. One commissioner abstained.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo mentioned that the pizza party on February 14, 2018 at Bantam Falls went well and that the pizza was donated by an anonymous person.

Bills and Communications:

Jim Simoncelli Jr. stated that he is disputing three incorrect invoices from Kone Elevator Service, Eversource and Optimum. Once the invoices are corrected, they will be paid.

Private Grants / Fundraising:

A. Seherr-Thoss Grant – Nothing to report at this time.

B. Other

Report of Executive Director:

Jim Simoncelli Jr. stated that Unit A3 at Wells Run is occupied.

Jim Simoncelli Jr. stated that all the damage caused by water in Unit G1 at Wells Run has been repaired and is also rented as of March 15, 2018.

Jim Simocelli Jr. mentioned that unit F2 at Wells Run is next to be renovated.

Jim Simocelli Jr. stated that all the units at Wells Run are not required to have extinguishers per the fire code and will be removed.

Jim Simoncelli Jr. mentioned that a resident at Wells Run had a complaint regarding the taste of the water in her unit. Following the complaint, Aquarion Water Company tested the water from the unit. The analysis was deemed standard and the water is safe for consumption and daily use.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

The new security cameras at Wells Run were shown to the commissioners

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. Commissioner Book – Jim Simoncelli Jr. presented the commissioner book to the commissioners for review. The commissioners will review the commissioner book and bring feedback to the next board meeting
4. Procurement Policy – Nothing to report at this time.
5. Bird Feeder Policy – Jim Simoncelli Jr. stated that the Bird Feeder Policy will be presented at the next board meeting.

B. LHA Security

1. Key Policy – Jim Simoncelli Jr. will present a Key Policy prior to the key project being started.

2. Security System - Jim Simoncelli Jr. stated that all the security cameras at both Wells Run and Bant

s.

C. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. stated that the painting of the Bantam Falls stairwell beyond unit 9 and the hallway from units 1 to unit 9 has been completed.

D. LHA Re-Keying – Jim Simoncelli Jr. will bring a written quote to the next board meeting.

1. Bantam Falls
2. Storage shed at Wells Run

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

F. 2016-2017 Audit – Nothing to report at this time.

G. Shed at Wells Run – Nothing to report at this time.

New Business:

Nothing to report at this time.

Tabled Items:

- a. LHA Rental Deposits – Jim Simoncelli Jr. stated that he will be gathering more information on how to proceed with the process.

Executive Session:

A. Pending Litigation

Motion made by Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session entered at 2:32 PM.

Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session ended at 2:33 PM.

No action was taken.

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 2:34 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority