

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING MARCH 27, 2018 BANTAM FALLS

Called to order at 1:05 PM by Chairperson Sandra Becker

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

Commissioners absent: Barbara Spring.

Tenants present: Joan Morgan (unit 17) and Jean Adams (unit 7).

**Minutes:**

Motion made by Tom McClintock to accept the minutes from February 27, 2018 as presented. Motion seconded by Bob Miller. Motion passed.

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner Report:**

Ruth Torizzo mentioned that the up-coming program at Bantam Falls on March 30, 2018 will be about nutrition. It will be presented by the VNA.

**Bills and Communications:**

Jim Simoncelli Jr. stated that the next Optimum invoice will be correct. The discrepancy was caused by a partial payment made by a resident who received the LHA bill in error.

Jim Simoncelli Jr. mentioned that Eversource changed the meter in the mechanical room at Bantam Falls. The old meter was tested for accuracy and determined to be 99.98% accurate.

**Private Grants / Fundraising:**

A. Seherr-Thoss Grant – Jim Simoncelli Jr. stated the grant was approved for the roofing project at Wells Run.

B. Other - Nothing to report at this time.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that a fire inspection was done at Bantam Falls and Wells Run. One resident at each facility was in violation. The Fire Marshall will re-inspect in 30 days.

Jim Simoncelli Jr. mentioned that unit F2 at Wells Run is rented as of April 15<sup>th</sup>, 2018 and that E1 is vacant and is next to be renovated.

Jim Simoncelli Jr. stated that he is working with the Salvation Army on an elderly nutrition program which would allow residents to purchase fresh produce from a local farm vendor market with vouchers that would be provided by the Salvation Army.

### **Financial Report:**

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

### **Inspection of Grounds:**

An inspection 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. Commissioner Book – Jim Simoncelli Jr. mentioned that the Commissioners Books will be updated and distributed at the next meeting.
4. Procurement Policy – Nothing to report at this time.
5. Bird Feeder Policy – Jim Simoncelli Jr. distributed a draft of The Litchfield Housing Authority Bird/Wildlife Feeding Policy to the commissioners. Bob Miller motioned to accept The Bird/Wildlife Feeding Policy. Tom McClintock seconded the motion. Motion passed. Jim Simoncelli Jr. will distribute the policy to all residents for their signature.

#### B. LHA Security

1. Key Policy – Nothing to report at this time.
2. Security System – Nothing to report at this time.

C. LHA Re-Keying

1. Bantam Falls -Jim Simoncelli Jr. presented a quote from DRF Locksmith to re-key Bantam Falls. Bob Miller motioned to approve the re-keying project at Bantam Falls. Tom McClintock seconded the motion. Motion passed.
2. Wells Run – Nothing to report at this time.

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

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

F. Barn at Wells Run – Nothing to report at this time.

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

**New Business:**

**Tabled Items:**

- a. LHA Rental Deposits

*Ruth Torizzo left at 2:30*

**Executive Session:**

- a. Personnel Issue

Motion made by Bob Miller to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive session was entered at 2:35 PM.

Motion made by Bob Miller to exit Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session ended at 2:48 PM.

No action was taken.

Motion made by Bob Miller to adjourn meeting. Motion was seconded by Tom McClintock. Motion passed. Meeting adjourned at 2:49 PM.

Respectfully submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority