

Tuesday, May 8, 2018

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING MAY 8, 2018 BANTAM FALLS

Called to order at 1:01 PM by Chairperson Sandra Becker

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

Commissioners absent: Tom McClintock was not present.

Tenant's present: Jean Adams (unit #7), and Peggy Isley (unit #21).

Minutes:

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo mentioned that the presentation made by Sandra Becker on the history of Litchfield was very informative and enjoyable and 15 residents were in attendance.

Ruth also mentioned that Jamie Loomis will be teaching a wreath making class at 11:00AM on Friday, May 18, 2018 in the community room at Bantam Falls.

Bills and Communications:

Jim Simoncelli Jr. presented a letter to Union Savings Bank regarding signers on the account. Motion made by Bob Miller to approve the letter. Barbara Spring seconded the motion. Motion passed.

Jim Simoncelli Jr. presented a letter to the commissioners regarding the Bantam Annex affordable housing project. Motion made by Barbara Spring to approve the letter. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. mentioned that the next board meeting has been changed to May 22, 2018 and will be a special meeting.

Private Grants / Fundraising:

- A. Seherr-Thoss - Jim Simoncelli Jr. mentioned that the roofing project at Wells Run has started and will take approximately two to three days per building.
- B. Other – Nothing to report at this time.

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Report of Executive Director:

Jim Simoncelli Jr. stated that a unit at Bantam Falls was treated for bed bugs.

Jim Simoncelli Jr. mentioned that the renters rebate program was completed at Wells Run from 9:00AM to 12PM Tuesday, May 8, 2018 and will be at Bantam Falls on Thursday, May 10, 2018

Jim Simoncelli Jr. also stated that unit E1 at Wells Run will need to be re-carpeted.

Jim Simoncelli Jr. stated that the office at Wells Run is in the process of being renovated.

Financial Report:

Jim Simoncelli Jr. distributed the following reports as part of the Financial Report for April 2018; Statement of Cash Flows YTD April 2018, Bank Balance Statement YTD April 2018, and Transaction List by Vendor for April 2018. Motion made by Barbara Spring to accept the April 2018 Financial Report. Motion seconded by Ruth Torizzo. 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. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Jim Simoncelli Jr. mentioned that the LHA office will be creating a key control log as part of the rekeying policy procedure.
2. Security System – Nothing to report at this time.

C. LHA Re-Keying

1. Bantam Falls – Jim Simoncelli Jr. stated that the re-keying project at Bantam Falls has been completed and all the residents have been given their new keys.
2. Wells Run – Nothing to report at this time

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- D. 2016-2017 Audit – Jim Simoncelli Jr. stated that the audit is complete, and a draft of the audit was submitted. Jim will be mailing copies to all commissioners for their review prior to the next board meeting.
- E. Barn at Wells Run – Jim Simoncelli Jr. mentioned that the barn at Wells Run has been delivered.
- F. Rear sidewalk replacement at Bantam Falls – Nothing to report at this time.

New Business:

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 Barbara Spring to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 2:25 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority