

Tuesday, May 13, 2014

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING MAY 13, 2014 WELLS RUN

Called to order at 1:02 by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Cheryl Stoughton (tenant representative), and Executive Director Jim Simoncelli Jr.

**Minutes:**

Corrections to the minutes from regular meeting on 4/22/2014;

On page two in the second line of the first paragraph under Private Grants, “permit” should be “permits”.

On page two in the third line in the second paragraph under Private Grants, “Sear” should be “Sears”.

On page four in the first paragraph under Site Inspection the motion should include that Bob Miller will inspect the grounds of Bantam Falls and Tom McClintock will inspect the grounds of Wells Run.

Motion made by Bob Miller to accept the minutes from the Regular Meeting on April 22, 2014 as amended. Motion seconded by Barbara Spring. Two commissioners abstained. Motion passed.

**Tenant Commissioner Report:**

Cheryl Stoughton mentioned that the water at Bantam Falls does not get hot early in the morning. Jim Simoncelli Jr. will call Scoville Plumbing & Heating and address the issue.

Cheryl Stoughton notified the Board that multiple residents on the first floor at Bantam Falls have had ants and spiders in their apartments. Jim Simoncelli Jr. will have Richard King, maintenance worker at Bantam Falls, purchase indoor spray for both spiders and ants and treat apartments on a case-by-case basis after work orders are filled out.

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### **Bills and Communications:**

Jim Simoncelli Jr. stated the he and Chairperson Sandra Becker met with the President of TERS (Total Environmental Restoration Solutions) after TERS received a letter of dissatisfaction regarding the work they did in unit C1 at Wells Run. Jim Simoncelli Jr. presented pictures and cost associated with the work that LHA had to put into cleaning the unit. Jim Simoncelli Jr. presented an amendment to the contract that stated LHA would deduct the amount equal to maintenance wages (cleaning hours only) and cost of cleaning supplies used in unit C1. Both TERS and Sandra Becker (Chairperson) signed the agreement.

Jim Simoncelli Jr. stated that he will be setting up a webinar with PHA Web (Public Housing Authority Web). PHA Web is a web based program that includes accounts receivable, accounts payable, re-certifications, document creating, etc. Gwen Burgess (LHA accountant) will be joining Jim Simoncelli Jr. for the presentation. After the webinar Jim Jr. will report to the LHA Commissioners. Cheryl Stoughton brought up a concern about the security of tenant information being online. Jim Simoncelli Jr. will ask PHA Web how securely the files are stored online.

### **Private Grants:**

Jim Simoncelli Jr. reported that has been in contact with a representative from the Community Foundation in Torrington to inquire about grant opportunities. Jim Jr. was sent an application for the Community Foundation Cycle Grants which are given out three times a year with the next application deadline in September 2014.

Jim Simoncelli Jr. will ask the Litchfield Housing Authority's asset manager about matching grants through CHFA.

Jim Simoncelli Jr. reported that the two ranges received in the last Seherr-Thoss Grant will be coming May 19, 2014.

### **Report of Executive Director:**

Jim Simoncelli Jr. reported that the rip out of the carpet in unit #14 at Bantam Falls started at 1:00PM today (May 12, 2014) and the install of the carpet will begin on May 13, 2014.

Jim Simoncelli Jr. and Barbara Spring will meet to go over the Litchfield Historic District Application for the installation of the ramps at Wells Run. Jim Jr. will also be submitting the Litchfield Zoning Permit by May 16<sup>th</sup> 2014.

Jim Simoncelli Jr. stated that the new tractor for Wells Run was delivered.

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Motion made by Tom McClintock to have Jim Simoncelli Jr. send a reminder notice out to residents of Bantam Falls regarding the \$90 Air Conditioning fee. The notice will also include language that states if the whole fee cannot be paid at once then residents need to arrange a payment plan with Executive Director Jim Simoncelli Jr. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. stated that he will be getting multiple bids on the mowing and snow removing for Bantam Falls as required by CHFA (Connecticut Housing Finance Authority).

### **Financial Report:**

Jim Simoncelli Jr. presented the financial report for April 2014 which includes the following reports; bank account balance statement, budget vs. actual, profit & loss by class, statement of cashflows, and transaction list by vendor. Jim Jr. also presented the 1<sup>st</sup> Quarter report that Gwen Burgess submitted to CHFA. Motion made by Barbara Spring to accept Financial Report for April 2014. Motion seconded by Tom McClintock. Motion Passed.

### **Inspection of Grounds:**

Bob Miller presented a report regarding the inspection of the grounds at Bantam Falls. He stated that the following should be done to the grounds of Bantam Falls; finish filling pot holes, clean up the Bantam Falls sign and plant flowers underneath it, paint porch furniture, paint bathrooms, and remove the discoloration from each end of the building. Jim Simoncelli Jr. will talk to Richard King and assign these projects as he sees fit.

### **Unfinished Business:**

- A. Update LHA Rules & Policies and Procedures
  - a. See LHA Policies and Procedures under New Business.
- B. 2014 Audit
  - a. Nothing to report.
- C. B3 at Wells Run
  - a. Nothing to report.
- D. LHA Website

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- a. Nothing to report.
- E. Tractor for Wells Run
  - a. Tractor has been delivered to Wells Run.
- F. Regulating Furnace Pumps at Bantam Falls
  - a. Jim Simoncelli Jr. will schedule the work for May.
- G. Pot Holes at Bantam Falls
  - a. Jim Simoncelli stated that he and Richard King filled the two biggest pot holes and that Richard will be filling the rest soon.
- H. Tax Exempt Form
  - a. Jim Simoncelli Jr. stated that the Litchfield Housing Authority has received a statement from the IRS that stated the tax status of the Litchfield Housing Authority.
- I. Solar Panels at Bantam Falls
  - a. Nothing to report.
- J. Key Policy
  - a. Jim Simoncelli Jr. will continue to work on a key policy for the Litchfield Housing Authority.
- K. Billable Charges
  - a. Nothing to report.

**New Business:**

- A. Yearly Inspections of Bantam Falls and Wells Run
  - a. Jim Simoncelli Jr. will contact the new Fire Marshall, Dave Rogers, and set up inspections of each unit at Bantam Falls and Wells Run.
- B. LHA Policies and Procedures
  - a. Jim Simoncelli Jr. collected correction that the commissioners had regarding the Tenant transfer policy and the LHA application. Jim will make the corrections to

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both forms. Bob Miller made motion to accept the new LHA application after minor grammatical changes are made. Motion seconded by Barbara Spring. Motion passed.

**Tabled Items:**

- A. Drainage at Bantam Falls
  - a. Tabled until spring.
- B. Attic Vents at Bantam Falls
  - a. Tabled.
- C. Renovate sign at Bantam Falls
  - a. Tabled until spring.
- D. Repair of Sidewalks at Bantam Falls and Wells Run
  - a. Tabled.
- E. Leaking Roof in Community Room at Bantam Falls
  - a. Tabled until spring
- F. Organizing Building Plans for Bantam Falls and Wells Run
- G. Open House

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed.

Meeting adjourned at 3:50 PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority