

Tuesday, June 10, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JUNE 10, 2014 BANTAM FALLS

Called to order at 1:00 by Chairperson Sandra Becker

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

Minutes:

Corrections to the minutes from regular meeting on 5/27/2014;

On page one under Tenant Commissioner Report in the second and third line the word “who’s” should be replaced with the word “whose”.

On page one under Tenant Commissioner Report the sentence starting with “Sandra Becker stated” should be replaced with the following; “Motion made by Tom McClintock to have residents supply the paint and the painter when painting their own apartment. Motion seconded by Bob Miller. Motion passed.”

On page two the first paragraph should be moved under Unfinished Business letter E.

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on May 27, 2014 as amended. Motion seconded by Cheryl Stoughton. One commissioner abstained. Motion passed.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that a resident at Wells Run has submitted a request to create a flower garden at Wells Run. Jim Jr. will respond in writing to the resident and ask for details on size, what type of plants, etc.

Jim Simoncelli Jr. reported that Maletta & Company has requested an extension to complete the Litchfield Housing Authority Audit.

Private Grants:

Jim Simoncelli Jr. reported that he will have the check prepared for Sears to pay for the remaining refrigerators at Bantam Falls and will have Bob Miller sign it by the end of the week.

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Jim Simoncelli Jr. reported that Barbara Spring attended the last Historic District Meeting in regards to the ramps that LHA wants to install at Wells Run. Barbara brought a letter from James Kosher that stated that Wells Run road is a private road and is not a public way. The LHA does not need to go through the historic district and LHA is ready to apply for a building permit.

Tom McClintock reported that he will complete that grant application through Thomaston Savings Bank for a new hot water heater at Bantam Falls.

Sandra Becker received information on another grant opportunity and will report back at the next meeting with details.

Report of Executive Director:

Jim Simoncelli Jr. reported that the outside temperature gauge that regulates the furnaces has not been set up through the computer yet. Cheryl Stoughton made motion to have Dean Guenther from Earth Core Energy Services Inc. regulate the outside temperate gauge so the furnace will shut down if the outside temperature is above 65 degrees and will turn on if the outside temperature is below 65 degrees. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. brought up a concern that a resident at Bantam Falls is using a battery powered weed whacker to do some weed eating on the grounds. Motion made by Barbara Spring to allow that resident to weed whack at Bantam Falls as long as he notifies Executive Director, Jim Simoncelli Jr. Motion seconded Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that he contacted Pullman & Comley and they will reduce the Litchfield Housing Authority rate by \$10.00.

Jim Simoncelli Jr. reported that the Fire Marshall completed inspection at both Wells Run and Bantam Falls. The Fire Marshall will send the LHA a written report regarding the inspection.

Jim Simoncelli Jr. reported that the fire panel at Wells Run was replaced and is fully operational.

Financial Report:

Jim Simoncelli Jr. presented that Financial Report for May 2014 that included the following reports; statement of bank balances, statement of cashflows, profit and loss by class, budget vs. actual, and transaction list by vendor. Motion made by Bob Miller to accept Financial Report as presented. Motion seconded by Cheryl Stoughton. Motion passed.

Inspection of Grounds:

Bantam Falls – Bob Miller stated that the following need to be completed; power wash end of building to remove dirt, garden behind community room needs to be cleaned up, and tree work

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needs to be done near both parking lots and units 1 and 3. Bob presented a drawing with the issues listed to Executive Director Jim Simoncelli Jr for his review. Bob also stated that the outside lighting at Bantam Falls is not very effective. Motion made by Cheryl Stoughton to have Bob Miller investigate different lighting options at Bantam Falls. Motion seconded by Barbara Spring. Motion passed.

Wells Run – Tom McClintock stated that everything at Wells Run looks very good except that there is a chair outside of the dumpster that should get taken to the dump.

Unfinished Business:

A. 2014 Audit

- a. Maletta & Company has asked for an extension in order to complete the Litchfield Housing Authority audit.

B. LHA Website

- a. Nothing to report.

C. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. will schedule the work when the weather gets consistently warmer.

D. Pot Holes at Bantam Falls

- a. Jim Simoncelli Jr. stated that Richard King will fill the remaining pot holes in the upcoming weeks.

E. Solar Panels at Bantam Falls

- a. Tom McClintock spoke with Solar City and they are not located in Litchfield County. Tom McClintock contacted another solar company and is waiting to hear back from them. Motion made by Tom McClintock to be allowed to get quotes on window film for the windows at Bantam Falls. Motion seconded by Bob Miller. Motion passed.

F. Yearly Inspections of Bantam Falls and Wells Run

- a. Tabled

G. LHA Policies and Procedures

- a. Key Policy - Tabled

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- b. Billable Charges - Tabled
 - c. After Hours Emergency Contact Policy - Tabled
- H. Renovate Sign at Bantam Falls
- a. Bob Miller reported that Richard King cleaned the Bantam Falls sign and the sign looks much better.

Motion made by Barbara Spring to enter executive session at 3:13pm. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to exit executive session at 3:30pm. Motion seconded by Tom McClintock. Motion passed.

New Business:

Tabled Items:

- A. Attic Vents at Bantam Falls
 - a. Tabled.
- B. Repair of Sidewalks at Bantam Falls and Wells Run
 - a. Tabled.
- C. Leaking Roof in Community Room at Bantam Falls
 - a. Tabled until spring
- D. Organizing Building Plans for Bantam Falls and Wells Run

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed.

Meeting adjourned at 3:32PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority