

Tuesday, June 23, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JUNE 23, 2015 WELLS RUN

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

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

Commissioners absent: Barbara Spring

Minutes:

Correction to the minutes of Regular Meeting on June 9, 2015;

On the second page in the in the third paragraph under Report of Executive Director “Jim Jr. and Sandra Becker will meet with the residents” should be replaced with “Jim Jr. and Sandra Becker will meet with the resident”.

On the second page in the fifth paragraph under Report of Executive Director “Jim Simoncelli Jr. will provide him will” should be replaced with “Jim Simoncelli Jr. will provide him with”.

Motion made by Bob Miller to accept the minutes from June 9, 2015 as amended. Motion seconded by Cheryl Stoughton. Motion passed.

Tenant Comments/Questions:

No tenant comments or questions at this time.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. reported that the Litchfield Housing Authority has received a statement from their property insurance company stating that the total claim regarding the ice damage and leaking units from the past winter at Bantam Falls was approximately \$37,000. Jim Simoncelli Jr. stated that replacement of the heat wires on the garage side of the building and replacing an additional unit rug was included in the amount.

Private Grants / Fundraising:

A. Small Cities Grant

a. Nothing to report at this time.

B. Other

Tuesday, June 23, 2015

- a) Jim Simoncelli Jr. presented a draft of the Thomaston Savings Bank Grant to the commissioners. Jim Jr. briefly reviewed each section with the commissioners. Jim Jr. and Sandra Becker will set up a meeting to review the final draft of the grant.

Report of Executive Director:

Jim Simoncelli Jr. stated that CHFA conducted an annual site inspection of the Litchfield Housing Authority on June 19, 2015. During the site inspection, CHFA Asset Manager Mentor Ameti collected multiple documents (waiting list, work order log, unit inspection notice, etc.) and conducted a unit inspection at both Bantam Fall and Wells Run. Jim Jr. stated that the inspection went very well.

Jim Simoncelli Jr. reported that multiple residents have complained to him regarding one of the pet owners at Bantam Falls. The complaints are in regards to the resident not keeping the dog on a leash and allowing it to enter common areas. Jim Simoncelli Jr. stated that he has sent the resident a Pet Policy Rules Violation Notice and that he believes the resident will now keep the dog on a leash.

Jim Simoncelli Jr. stated that he has asked Maple Ridge LLC to give the Litchfield Housing Authority a price on some landscaping jobs at Bantam Falls. These landscaping jobs include removing multiple overgrown flower beds, removing hedges, and cleaning up existing overgrown gardens.

Jim Simoncelli Jr. stated that multiple residents at Bantam Falls have a concern that other residents are taking items from the kitchen room at Bantam Fall. Jim Jr. stated that the kitchen room will be locked from now on.

Jim Simoncelli Jr. stated that Bob Miller and he would like to explore the idea of having paperless meetings. Jim Jr. will look into option for paperless meeting and what type of equipment LHA would need.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

Commissioners inspected the tree/brush removal and trimming that was being done by Litchfield Housing Authority maintenance at Wells Run. The tree/brush removal and trimming was being completed behind B building.

Unfinished Business:

A. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Jim Simoncelli Jr. stated that he will have the second draft of the Litchfield Housing Authority Lease submitted to him by Marcus Organschi for commissioner review by the next regular meeting.

Tuesday, June 23, 2015

- c. Rules and Regulations – Nothing to report at this time.
- d. Smoking Policy – Nothing to report at this time.
- e. Tenant Handbook – Nothing to report at this time.

B. Facility Plans

- a. Nothing to report at this time.

C. STIF Account

- a. Jim Simoncelli Jr. will process a check on a monthly basis to send to their Short Term Investment Fund account.

D. Social Worker for LHA

- a. Tom McClintock will reach out to Phil Birkett (Social Services Director of Litchfield) in regards to getting a social worker for LHA.

E. CT Green Bank (Bantam Falls and Wells Run)

- a. Solar Panels – Jim Simoncelli Jr is waiting to hear from Demetrios Pantelelakis who is a manager for CT Green Bank in regards to the LHA energy concerns (solar panels, community rooms, and toilets).
- b. Community Rooms – See above
- c. Toilets – See above

New Business:

Tabled Items:

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed.
Meeting adjourned at 2:45 PM.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority