

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING DECEMBER 11, 2012 BANTAM FALLS

Called to order at 2:06 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Cheryl Stoughton, Sandra Becker, Bob Miller, Maintenance person for Wells Run Jim Simoncelli Jr., Maintenance person for Bantam Falls Bob Lajoie, and Don Hill of D & H Management.

Minutes of the Special meeting December 4, 2012 meeting were presented. Sandra Becker noted the word gauge was misspelled. Bob Miller motioned to accept the minutes as corrected. Sandra Becker seconded the motion. Motion passed.

Maintenance Report:

Bob Lajoie expressed his concern that three units will be vacant at the end of this month at Bantam Falls and the time needed to get them ready for new tenants. Jim Simoncelli Jr. will look into having a painter do the painting in order to free Bob Lajoie from that part of the make ready. Bob Lajoie expressed interest in a hood for the snow blower. After discussion Bob Miller motioned to approve the purchase. Cheryl Stoughton seconded the motion. Motion passed. Jim Simoncelli Jr. noted that he approached a resident at Wells Run regarding the cleanliness of his unit. The tenant was put on notice that his unit needs to be cleaned up in order to prevent further action.

Tenant Commissioner's report:

Cheryl Stoughton had nothing to report at this time.

Bills and Communications:

Correspondence was received from DECD accepting the Housing Authorities Plan of Action regarding the past audit. An email was received from J & M Plumbing & Heating regarding the heating system at Bantam Falls indication some of his findings in an attempt to lower the heating costs. After discussion it was decided to set up a meeting with Mark of J & M, Jim Simoncelli Jr and Bob Miller.

Private Grants:

Nothing to report regarding private grants.

Managers Report:

Don Hill reported there is one vacancy at Wells Run. The unit is being cleaned and painted for a new tenant. Don Hill reported that more files have been brought to Wells Run and a time set to go over them with Jim Simoncelli Jr. next week. Jim Simoncelli Jr. discussed a change in the phone vendor and his plan for accepting calls. Bob Miller motioned to allow the changing of the phone system in order to work with Jim Simoncelli Jr's plan. Cheryl Stoughton seconded the motion. Motion passed. Jim Simoncelli Jr. will look into opening a charge account at Staples.

Financial Reports:

Nothing to report at this time.

Site Inspection:

No inspection at this time.

Unfinished Business:

- a. A revised painting bid was received from Fenn Painting. Jim Simoncelli Jr. will obtain another bid.
- b. A bid for carpeting a unit at Bantam Falls will be arranged once a unit is vacant.
- c. Jim Simoncelli Jr. reviewed a bid for an up grade to the alarm system at Bantam Falls. He has one more alarm company to meet with.
- d. Don Hill reviewed the liability coverage in hopes of finding information regarding the authorities coverage and tenant pets. He was unable to find anything that touched on the subject so a call will be placed to the agent.
- e. CHFA was asked for guidance regarding a policy pertaining to the use of marijuana for medical purposes. Their response was the subject is new and they suggested we contact an attorney for such guidance at this time.
- f. Bob Miller is scheduled to meet with a contractor later this week regarding gutter guards.

New Business:

A THANK YOU to the commissioners for all their hard work in arranging the reception at Bantam Falls to wish Don Hill well in his retirement and welcoming Jim Simoncelli Jr. as the new executive director.

Bob Miller made a motion to adjourn. Cheryl Stoughton seconded the motion. Motion passed.

Meeting adjourned 3:57 PM.

Don Hill, Property Manager

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