

Tuesday, February 14, 2017

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 14, 2017 BANTAM FALLS

Called to order at 1:02 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner) and Executive Director Jim Simoncelli Jr.

Others present: Gwen Burgess from Accounting & More (arrived (1:45PM) left (2:45PM)

Tenant's present: Lititia Kilby (unit #26), and Jean Adams (unit #7)

**Minutes:**

Correction to the Minutes of January 24, 2017;

On page two in the third paragraph under Report of Executive Director the word "light" should be added in front of the word "sensor" in the first and second lines of the paragraph.

On page two in the first line of the fourth paragraph under Report of Executive Director "moving in preparation" should be replaced with "moving their cars in preparation".

Motion made by Bob Miller to accept the minutes from January 24, 2017 as amended. Motion seconded by Tom McClintock. One commissioner abstained. Motion passed.

**Tenant Comments/Questions:**

One resident brought up a concern regarding the amount of puzzles that are being allowed to be put up on the walls at Bantam Falls. The resident continued by stating that she believed that only a certain group of residents is receiving favoritism in regards to hanging the pictures on the walls. Chairperson Sandra Becker stated that the resident may submit her concern in writing and then the Housing Authority will respond back in writing to her complain. Tom McClintock made a motion to consider the matter further upon receipt of the complaint in writing from the resident. Motion seconded by Barbara Spring. Motion passed.

**Tenant Commissioner Report:**

Ruth Torizzo stated that the first monthly program went very well. The program was presented by a local bank representative and the topic was Elderly Fraud. Ruth mentioned that approximately 22 residents attended from Bantam Falls and Wells Run.

**Bills and Communications:**

Jim Simoncelli Jr. mentioned that he will be looking into using a Cert-126 which is a tax exempt certificate for low and moderate income housing facilities. Jim Jr. stated that he needs to talk with the Connecticut Department of Revenue Services and then fill out an application.

Tuesday, February 14, 2017

Jim Simoncelli Jr. stated that the new boilers at Bantam Falls are unable to re-start after there is a power outage. The solution is to install a battery backup system to the existing controls so there is never an interruption in power. The control company Earth Core Energy submitted a price for the work of almost \$2,000.00. Jim Simoncelli Jr. will speak with the mechanical engineer regarding this work and why it was not part of the original scope of work for the Boiler Replacement project.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Heating System – As noted above the boilers are unable to re-boot when there is a power outage. Jim Simoncelli Jr. will speak with the mechanical engineer regarding this issue.

B. Seherr-Thoss Grant

1. Jim Simoncelli Jr. has been in contact with a mechanical engineer regarding the generator project at Wells Run. Jim Jr. will continue to get information and prices for the generator project.

C. Home Depot Grant

1. Tom McClintock reported that applications can be submitted as of February 1, 2017.

D. Other

1. No other grant opportunities at this time.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that the February Monthly Resident Program is going to be Friday, February 24, 2017 in the Bantam Falls Community Room. The topic will be on the Medicare Savings Plan and will be presented by the Western Connecticut Area Agency on Aging (WCAAA).

Jim Simoncelli Jr. reported that the new attic hatchway in the community room at Wells Run was installed and fully functional.

Jim Simoncelli Jr. mentioned that he is continuing to work on re-certifications and that most of the residents at Bantam Falls have submitted their materials. Jim Jr. stated that he is still waiting on most of the residents at Wells Run to submit their paperwork.

**Financial Report:**

Jim Simoncelli Jr. distributed the 2016 3<sup>rd</sup> Quarter State Report to all commissioners. After a brief discussion a motion was made by Barbara Spring to accept the 2016 3<sup>rd</sup> Quarter State Report as presented. Motion seconded by Tom McClintock. Motion passed.

Tuesday, February 14, 2017

Jim Simoncelli Jr. distributed the 2016 4<sup>th</sup> Quarter State Report (year-end report) to all commissioners. Jim Simoncelli Jr and Litchfield Housing Authority Accountant Gwen Burgess discussed the highlights of the report, especially the “net gain for period” was \$13,904.73. Motion made by Barbara Spring to accept the 2016 4<sup>th</sup> Quarter State Report as presented. Motion seconded by Tom McClintock. Motion passed. Jim Jr. also distributed two other reports; 1) Budget vs. Actual FY 2016, and 2) Profit and Loss by Class.

Jim Simoncelli Jr. distributed the following reports at part of the Jan 2017 Financial Report; Bank Balance Statement YTD Jan 2017, Statement of Cash Flows YTD Jan 2017, and Transaction List by Vendor Jan 2017. Bob Miller mentioned that the ending balance from 2016 and the beginning balance from 2017 did not match. Gwen Burgess stated that the difference in the two amounts was the interest from the Litchfield Housing Authority STIF account that had not been reconciled at the time the reports were created. Motion made by Barbara Spring to accept the Jan 2017 Financial Report with the clarification about the discrepancy from year end 2016 and the beginning 2017 balance. Motion seconded by Tom McClintock. Motion passed.

**Inspection of Grounds:**

An inspection of grounds was not completed.

**Unfinished Business:**

A. LHA Policies and Procedures

1. Smoking Policy – Nothing to report at this time.
2. Tenant Handbook – Nothing to report at this time.
3. Mission Statement – Nothing to report at this time.
4. Policy Violation Fee – Nothing to report at this time.
5. Unit Modification Policy – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Nothing to report at this time.

C. Rent Increase at Well Run

1. Jim Simocnelli Jr. stated that the Minutes from the Public Hearing and Special Meeting regarding the rent increase held on February 7, 2017 have been submitted to the State of Connecticut.

Tuesday, February 14, 2017

D. Rent Increase at Bantam Falls

1. Jim Simocnelli Jr. stated that the Minutes from the Public Hearing and Special Meeting regarding the rent increase held on February 7, 2017 have been submitted to the State of Connecticut.

E. Shed at Well Run

1. Nothing to report at this time.

F. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. stated that he met with the Litchfield Housing Authority painter regarding painting the downstairs hallways at Bantam Falls. The painter will get Jim Jr. prices to paint the main hallway, each wing, and the stairwells.

**New Business:**

**Tabled Items:**

A. Residents Service Coordinator

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:02 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority