

Tuesday, March 11, 2014

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING MARCH 11, 2014 BANTAM FALLS

Called to order at 1:00 by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock, Barbara Spring, and Executive Director Jim Simoncelli Jr.

Commissioners absent: Cheryl Stoughton (tenant representative)

Minutes:

Corrections to the minutes from regular meeting on 2/25/2014;

On the first page in the second paragraph under Maintenance Report, the first line should read "Wells Run can not".

On the third page in the fourth line of the first paragraph, the beginning of the line should read "wage for 6 months". On the same page in the third line of the second paragraph "Tom McClintock accepted" not "Tom McClintock excepted". On the same page in the first line of the third paragraph "2 different times" should be replaced with "twice". On the same page in the second line of the fifth paragraph "in" should be removed near the end of the sentence.

Motion made by Barbara Spring to accept Minutes from Regular Meeting on February 25, 2014 as amended. Motion seconded by Tom McClintock. Motion Passed.

Maintenance Report:

Jim Simoncelli Jr. reported that the resident in unit #4 at Bantam Falls has reported that he heard a noise (beeping) coming from the sprinkler head in his unit. Jim Simoncelli Jr. said he put a call into Red Hawk and that he was told that sprinkler heads do not make beeping noises. If the noise continues Jim Jr. will call Red Hawk and have them come out and investigate where the noise is coming from.

Jim Simoncelli Jr. stated that Jim Simoncelli Sr. and himself will raise the threshold at the bottom of the maintenance room doors at Wells Run so that it is flush in the winter when the concrete walks heave. In the summer time, when the heave goes down, there will be a step into the maintenance room.

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Jim Simoncelli Jr. will contact Jon Dennis about cleaning the gutters at Bantam Falls. Jim Jr. will report at the next meeting regarding the gutter cleanings.

Jim Simoncelli Jr. reported that Bob Miller and he have put in new LED light bulbs in the two main hallways and will be putting LED lights in all of the wings to illuminate the hallways. All of the hallway lights are on time-clocks. The time-clocks will be set to go off at 10:30pm and come back on at 5am.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. reported that he will be sending out a notice to a resident at Wells Run to request payment for damages he did while bring power equipment onto Litchfield Housing Authority property.

Sandra Becker reported that she spoke with Judd Milani and that Judd will continue to pay \$25 a month until his account balance is reduced to zero.

Jim Simoncelli Jr. presented a revised quote from TERS (Total Environmental Restoration Solutions) that details the scope of work they proposed doing in unit C1 at wells run. Motion made by Tom McClintock to accept contract from TERS and to go forward with their scope of work. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. presented the quote from Scoville Plumbing and heating to replace the pumps in the furnace room. Motion made by Bob Miller to have Jim Simoncelli Jr. go with Scovilles bid to replace the pumps and determine when the best time for them to come in and complete the work. Motion seconded by Tom McClintock.

Jim Simoncelli Jr. reported that he has created a contract between the LHA and Universal Maintenance that contains the entire scope of work that Universal Maintenance could be doing at Bantam Falls. This contract was send to Attorney Marcus Organschi for his review.

Sandra Becker stated to all commissioners of the Litchfield Housing Authority that they should never talk with an Attorney about any resident matter or any LHA matter. If contacted by an attorney commissioners should direct their call to the Chairperson or Executive Director and they will direct them to a Litchfield Housing Authority attorney.

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Jim Simoncelli Jr. will have the locksmith Dennis from Carls True Value in Torrington come to Bantam Falls and change over the locks to the office to a different key. There will be three people with a key to the office; Executive Director, Chairperson, and Treasurer.

Private Grants:

Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. stated that on Gwen Burgess' (LHA accountant) that the LHA starts backing up there files through online storage. Bob Miller made motion to use Carbonite as an online backup for LHA files. Motion seconded by Barbara Spring. Motion Passed.

Jim Simoncelli Jr. Stated that after the LHA's base rent increase, effective January 1, 2014, Union Savings Bank did not transfer the proper amount from the Escrow account to the Checking account for the month of January 2014. The proper amount that needed to be transferred from the Escrow account to the Checking account was \$420.00 and the amount that was transferred was \$409.00. Motion made by Bob miller to have Vice-Chairperson Barbara Spring go to Union Savings Bank and transfer \$11.00 which is the difference of \$420 and \$409.00. Motion seconded by Sandra Becker. Motion Passed.

Jim Simoncelli Jr. stated that the LHA accountant Gwen Burgess will input the budged into QuickBooks in April.

Jim Simoncelli Jr. reported that he has a potential resident for apartment E1 at Wells Run and that he will be contacting him soon. Jim Jr. also reported that the resident in unit F2 will be moving out after the month of March is over. Jim Jr. will reference the waiting list and find a suitor for the unit.

Financial Report:

Jim Simoncelli Jr. distributed the Financial Report for the month of February 2014 that included Statement of Cash Flow, Profit and Loss by Class, Bank Statement Balance, and Transaction List by Vendor for the month of February. Motion made by Bob Miller to accept the Financial Report for February 2014. Motion Seconded by Tom McClintock. Motion Passed.

Site Inspection:

A site inspection was not done.

Unfinished Business:

A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. will distribute the pet policy to all Pet Owners on Friday March 14, 2014.

B. Bantam Falls furnace contract

- a. Tabled.

C. LHA Policies and Procedures

- a. After the Pet Ownership Policy is complete the LHA will be recreating the LHA Application.

D. 2014 Audit

- a. Jim Simoncelli Jr. and Gwen Burgess will be sending the auditors the files that they requested.

E. B3 at Wells Run

- a. Tabled.

F. LHA Website

- a. Tabled.

G. Tractor for Wells Run

- a. Jim Simoncelli Jr. will place an order for the Tractor as soon as the money gets transferred into the LHA's checking account.

H. Regulating Furnace Pumps at Bantam Falls

- a. See fourth paragraph under Bills and Communications.

I. Pot Holes at Bantam Falls

- a. Jim Simoncelli stated that in the Spring time he will have Richard King, maintenance worker at Bantam Falls, fill in the pot holes.

New Business:

A. Tax Exempt Form

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- a. Tom McClintock stated that he had set up a meeting with Executive Director, Jim Simoncelli Jr. to go through the forms that need to be filled out in order to get a new tax exempt form.

B. Solar Panels at Bantam Falls

- a. Tom McClintock will be contacting Solar City to investigate the cost and benefits of Solar Panels at Bantam Falls and Wells Run.

C. Organizing Building Plans for Bantam Falls and Wells Run

- a. Nothing to report at this time.

Tabled Items:

A. Drainage at Bantam Falls

- a. Tabled until spring.

B. Attic Vents at Bantam Falls

- a. Tabled until spring.

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

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

Meeting adjourned at 3:29 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority

Filename: Minutes Regular Meeting 3-11-14 (3)
Directory: \\dellr510\Documents\$\Llosee\Downloads
Template: C:\Documents and Settings\llosee\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: Jim Simoncelli
Keywords:
Comments:
Creation Date: 3/12/2014 2:26:00 PM
Change Number: 19
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