

Tuesday, April 8, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING APRIL 8, 2014 BANTAM FALLS

Called to order at 1:00 by Chairperson Sandra Becker

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

Minutes:

Corrections to the minutes from regular meeting on 3/25/2014;

On page two in the first paragraph under Tenant Commissioner Report “wellbeing” should be replaced with “conduct”.

On page two in the first paragraph under Bills and Communications the second sentence should read “The oil from April 2013 was never delivered” not “The oil from April 2014 was never delivered”.

Motion made by Bob Miller to accept the minutes from the Regular Meeting on March 25, 2014 as amended. Motion seconded by Tom McClintock. One commissioner abstained. Motion passed.

Maintenance Report:

Jim Simoncelli Jr. reported that TERS (Total Environmental Restoration Solutions) will be completing unit C1 at Wells Run on Thursday April 10, 2014. Jim Jr. stated that TERS has moved the appointment from an earlier date. Jim Simoncelli Jr. & Sr. will work on painting the unit as soon as TERS takes their equipment out.

Jim Simoncelli Jr. reported that one of the two water heaters in the furnace room at Bantam Falls is leaking. Scoville Plumbing & Heating will shut down the leaking water heater at Bantam Falls. Don Gamen from Scoville told Jim Simoncelli Jr., Tom McClintock, and Robert Miller that one operational water heater at Bantam Falls would be able to supply all residents with hot water. Bantam Falls will be only using the operational water heater.

Cheryl Stoughton brought up a concern that Richard King (maintenance worker at Bantam Falls) has been asked to do duties that he is unsure of how to do and that might be taking time away

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from his cleaning duties. Jim Simoncelli Jr. will meet with Richard King and discuss duties inside the building and outside of the building.

Tenant Commissioner Report:

Nothing to report.

Bills and Communications:

Jim Simoncelli Jr. reported that the Litchfield Housing Authority has put a stop payment on a check to Kone Elevator Inc. that was mailed on February 26, 2014. As of April 8, 2014 the check was not deposited. The LHA will issue a new check.

Jim Simoncelli Jr. will contact a supervisor at Connecticut Light & Power and ask him/her about the LHA accounts and if they can be linked together.

Jim Simoncelli Jr. presented a letter from the resident in unit #14 which contained concerns about her carpet and heating. Jim Jr. will contact Weigold Flooring about different options in regards to the flooring in unit #14. Scoville Plumbing has been to unit #14 multiple times to address that heating. They have replaced both the shut-off valve and the thermostat in the unit. Jim Jr. will respond in writing to the resident with the LHA plan.

Jim Simoncelli Jr. reported that he and Barbara Spring have a meeting with a resident at Wells Run regarding her living situation.

Private Grants:

Barbara Spring made motion to have Jim Simoncelli Jr. try and get a better price from Dick Cooper on the appliances at Bantam Falls and if Dick Cooper will not lower the price to contact Sears in Winsted, CT and have them quote the appliances. Motion seconded by Tom McClintock. Motion passed.

Report of Executive Director:

Jim Simoncelli Jr. reported that he met with a potential resident for apartment E1 at Wells Run. The resident is a smoker. Jim Simoncelli Jr. will create an amendment to the lease regarding the current smoking policy that the resident must follow until a smoking policy is established.

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Jim Simoncelli reported that he will be attending a Rent Calculations and Income Verifications seminar in Waterbury on Thursday April 10, 2014 hosted by CONNNAHRO.

Jim Simoncelli stated that the LHA will be opening another bank account at Union Savings bank for pet fees determined in the Pet Policy.

Financial Report:

Jim Simoncelli Jr. presented the following reports as part of the financial report for the month of March; transaction list by vendor, statement of bank accounts, statement of cash flow, and profit and loss by class.

Motion made by Barbara Spring to accept financial report as presented. Motion seconded by Cheryl Stoughton. Motion Passed.

Site Inspection:

Jim Simoncelli Jr., Tom McClintock, and Bob Miller met with Don Ganem from Scoville Plumbing & Heating in regards to the leak in the water heater at Bantam Falls. See third paragraph under Bills & Communications for details.

Cheryl Stoughton left meeting 3:30

Unfinished Business:

A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. reported that he has received most of the information from tenant regarding their pets which was requested in the pet policy.

B. Bantam Falls furnace contract

- a. Tabled.

C. LHA Policies and Procedures

- a. Jim Simoncelli Jr. distributed the Tenant Commissioner Responsibilities. Motion made by Cheryl to adopt the Tenant Commissioner Responsibilities, effective April 8, 2014. Motion seconded by Tom McClintock. Motion passed. Jim Jr.

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also distributed the Tenant Transfer Policy to the Board members for their review. Jim Jr. will apply their suggestions and have a final copy for the next meeting.

D. 2014 Audit

- a. Jim Simoncelli Jr. and Gwen Burgess have sent the auditors all requested information and are waiting to hear back.

E. B3 at Wells Run

- a. Nothing to report.

F. LHA Website

- a. Jim Simoncelli Jr. will have Thomas Simoncelli start working on the website for the Litchfield Housing Authority.

G. Tractor for Wells Run

- a. Jim Simoncelli Jr. placed order for the tractor and it will be delivered within three weeks.

H. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. will schedule the work for May.

I. Pot Holes at Bantam Falls

- a. Jim Simoncelli stated that in the Spring he will have Richard King, maintenance worker at Bantam Falls, fill in the pot holes. The sand must be removed from the parking lots before the pot holes can be filled.

J. Tax Exempt Form

- a. Tom McClintock met with a representative from the Department of Revenue Services regarding the papers required to update a tax exempt form. Tom McClintock presented a REG-19 form to Jim Simoncelli Jr. for his signature. Tom also gave Jim Jr. the contact information of the DRS representative. Jim Jr. will submit the papers.

K. Solar Panels at Bantam Falls

- a. Nothing to update at this time.

L. Organizing Building Plans for Bantam Falls and Wells Run

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- a. Nothing to report at this time

M. Open House

- a. Bob Miller handed out an open house checklist to all Board members. The Board members will add to or remove from the checklist as they see fit and will review at the next meeting.

New Business:

A. Key Policy

- a. Jim Simoncelli Jr. will continue to work on a LHA Key Policy.

B. Billable Charges

- a. Jim Simoncelli Jr. handed out a Tenant Charge List which he received from another housing authority for Commissioner review. Commissioners will review the list to see what will apply to the LHA residents.

Tabled Items:

A. Drainage at Bantam Falls

- a. Tabled until spring.

B. Attic Vents at Bantam Falls

- a. Jim Simoncelli Jr. will contact John Dennis about cleaning the gutters, completing the work on the attic vents and repairing the leak in the ceiling of the community room at Bantam Falls.

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

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Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed.

Meeting adjourned at 3:56 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority