

Tuesday, June 24, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JUNE 24, 2014 BANTAM FALLS

Called to order at 1:00 PM by Chairperson Sandra Becker

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

Residents present: Elizabeth Paist (Unit A3 Wells Run), Judy Gereg (Unit B3 Wells Run), and Polly Perrett (Unit #19 Bantam Falls)

Minutes:

Corrections to the minutes from regular meeting on 6/10/2014;

On page two the second line of the third paragraph should read "Litchfield Housing Authority rate by \$10.00 per hour".

Bob Miller attended the last regular meeting on 6/10/2014.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on June 10, 2014 as amended. Motion seconded by Tom McClintock. Motion passed.

Resident Concerns:

Elizabeth Paist from unit A3 at Wells Run brought up concern about the picnic table being moved from near the clothes lines to the other side of A building. The commissioners explained that they would be voting on where the picnic tables will get moved to and where they will stay. Mrs. Paist also expressed a complaint she had about another resident at Wells Run spraying the building with water when she was attempting to water her flowers and the noise was keeping Mrs. Paist awake. Mrs. Paist brought up a variety of other concerns that the board of commissioners told her that she needs to bring to the attention of the Executive Director.

Polly Perrett from unit #19 at Bantam Falls presented a letter to each of the commissioners regarding the pine trees that are outside of her apartment. She states in her letter that she does not want the trees removed. Executive Director, Jim Simoncelli Jr. will notify residents of a decision regarding the pine trees after he receives written quotes and suggestions from multiple contractors regarding the health and condition of the trees.

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Elizabeth Paist from unit A3 at Wells Run left meeting.

Judy Gereg from unit B3 at Wells Run left meeting.

Polly Perrett from unit #19 at Bantam Falls left meeting.

Tenant Commissioner Report:

Cheryl Stoughton brought up request to have a resident at Bantam Falls be allowed to use the garage to work on special projects and store equipment. Executive Director Jim Simoncelli Jr. will speak with resident about storing his equipment and working in the garage.

Bills and Communications:

Jim Simoncelli Jr. will look into how to move money from the Litchfield Housing Authority checking account to the Litchfield Housing Authority STIF account.

Private Grants:

Jim Simoncelli Jr. reported that the new refrigerators will be delivered on the 17th of July. Jim Simoncelli Jr. will notify residents prior to delivery.

Sandy Becker stated that she and Tom McClintock have been working to complete the Thomaston Savings Bank Grant. She also stated that Jim Simoncelli Jr. will give the remaining information to Tom McClintock to complete the application.

Report of Executive Director:

Jim Simoncelli Jr. reported that Wells Run maintenance has moved a picnic table from one side of A building to the other side of A building and it has caused multiple issues among the residents. Jim Jr. explained that the current locations of the two picnic tables are behind F building and outside A building closest to unit A2. Motion made by Barbara Spring to move the picnic table currently near unit A2 to outside the laundry room on the grass near the clothesline and to leave the other picnic table behind F building. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that he has applied for a 90-day extension with the Fire Marshal to update the high pressure carbon dioxide fire suppression system. Jim Jr. is also setting up

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appointments with fire suppression company's analyze the current system and get bids on updating the system.

Jim Simoncelli Jr. reported that he has received the Fire Marshals fire inspection report for Bantam Falls. In the report it recommends that the LHA replaces the old smoke detectors. Motion made by Barbara Spring to have Bantam Electric change all smoke detectors located in each unit at Bantam Falls. Motion seconded by Tom McClintock. Motion Passed.

Jim Simoncelli Jr. presented a letter from a resident at Bantam Falls that has requested screening around her porch. Jim Jr. will get more details regarding the residents' exact plan and how the screening will be attached to the porch.

Jim Simoncelli Jr. stated that he has received one quote from a tree service to cut down the two pine trees outside units #1 and #3 and to do miscellaneous trimming along the building and woods line. Jim Simoncelli Jr. will get a second and a third quote for the work and written recommendations regarding the pine trees outside units #1 and #3.

Jim Simoncelli Jr. reported that he created a Recycling/Trash/Transfer Station Log for the Litchfield Housing Authority that will stay at the dump. This log will allow LHA employees to bring items to the dump and drop them off without tickets and then the LHA will be billed yearly.

Jim Simoncelli Jr. reported that he has been investigating the water issue in unit F2 at Wells Run. Jim Jr. met with Ken Hrica from Hrica Associates LLC and Ken does not believe it is ground water coming into the unit. Jim Jr. had Litchfield Plumbing and Heating replace all of the plumbing in the kitchen sink and inside the toilet to eliminate any possible dripping. Jim Jr. met with Scoville Plumbing and they determined that it is not a leaking pipe. Scoville also suggested that the Litchfield Housing Authority change the toilets in units F1 and F2. Motion made by Bob Miller to replace the toilets in units F1 and F2. Motion seconded by Tom McClintock. Motion Passed. Jim Simoncelli Jr. will set up a meeting with Weigold flooring to examine the carpet and adhesive used to attach the carpet.

Jim Simoncelli Jr. presented floor plans of units at Wells Run that Thomas Simoncelli created on the computer. Thomas will continue to create floor plans of every type of unit at the Litchfield Housing Authority to be used in the LHA website and brochure.

Jim Simoncelli Jr. brought up that the old tractor at Wells Run needs a lot of work to be operational. Jim Simoncelli has an interest in purchasing the tractor and fixing it himself. Motion made by Barbara Spring to sell the old tractor to Jim Simoncelli for \$1.00. Motion seconded by Tom McClintock. Motion passed.

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Jim Simoncelli Jr. noted that the outside temperature gauge at Bantam Falls has been fixed and that it now regulated when the furnaces start and shut down. If the outside air temperature is above 65 degrees the furnace will shut down and if the outside air temperature is below 65 degrees the furnaces will turn on if a resident calls for heat.

Jim Simoncelli Jr. reported that multiple residents at Wells Run are bothering the maintenance workers to the point that they are unable to do their job. Jim Jr. will send out a notice that residents are not to bother maintenance workers or ask them to do personal jobs/favors.

Jim Simoncelli Jr. presented the final draft of the new application. Jim Jr. also stated that the Litchfield Housing Authority's Attorney, Marcus Organschi has very minor changes to the application that will not change the content. Motion made by Barbara Spring to accept the new application with Attorney Organschi's corrections. Motion seconded by Tom McClintock. Commissioners abstained. Motion passes.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

Bantam Falls – Bob Miller reported that he met with Thomas Phillip from Efficient Lighting & Maintenance, Inc. to review the outside lighting. Thomas Phillip told Bob that the pole lights that outline the driveway and parking lots do not need to be updated but the small pole lights that illuminate the sidewalk are very outdated and should be replaced. The small pole lights use 120-150 watt bulbs and do not illuminate the walkways efficiently. Bob also stated that Thomas Phillip suggested the Litchfield Housing Authority look into converting Bantam Falls' heating system to propane and suggested we look into the Cpace program. Jim Simoncelli Jr. will contact Thomas Phillip and find out more information on the Cpace program and about the use of Solar Panels at Bantam Falls.

Wells Run – Tom McClintock stated that everything at Wells Run looks very good.

Bob Miller left meeting 3:00pm.

Unfinished Business:

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A. 2014 Audit

- a. The Litchfield Housing Authority is waiting on the completion of the audit from Maletta & Company.

B. LHA Website

- a. Nothing to report.

C. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. is waiting on the results from the insurance claim that was put in regarding the furnace pumps.

D. Pot Holes at Bantam Falls

- a. Richard King filled all remaining pot holes at Bantam Falls.

E. Solar Panels at Bantam Falls

- a. Tom McClintock is waiting to hear back from Solar City.

F. Yearly Inspections of Bantam Falls and Wells Run

- a. Inspections will be conducted sometime in late summer or early fall.

G. LHA Policies and Procedures

- a. Key Policy - Tabled
- b. Billable Charges - Tabled
- c. After Hours Emergency Contact Policy - Tabled
- d. Selection Policy
 - i. Jim Simoncelli Jr. presented the final draft of the Litchfield Housing Authority Selection Policy. Motion made by Tom McClintock to accept the Litchfield Housing Authority Selection Policy effective July 15th, 2014. Motion seconded by Barbara Spring. Motion Passed. One commissioner abstained.

New Business:

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Tabled Items:

- A. Attic Vents at Bantam Falls
 - a. Tabled.
- B. Repair of Sidewalks at Bantam Falls and Wells Run
 - a. Tabled.
- C. Leaking Roof in Community Room at Bantam Falls
 - a. Tabled until spring.
- D. Organizing Building Plans for Bantam Falls and Wells Run
 - a. Tabled.

Motion made by Barbara Spring to have Executive Director Jim Simoncelli post minutes and agenda in the community rooms of both Wells Run and Bantam Falls on the bulletin boards. Motion seconded by Tom McClintock. Motion Passed.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Chery Stoughton. Motion passed.

Meeting adjourned at 3:29PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority