

Tuesday, July 22, 2014

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING JULY 22, 2014 BANTAM FALLS

Called to order at 1:05 PM by Chairperson Sandra Becker

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

Others present: Jason Geel and Mike Maletta from Maletta & Company, and Gwen Burgess (LHA accountant)

Commissioners absent: Cheryl Stoughton (tenant representative)

**Minutes:**

Corrections to the minutes from regular meeting on 7/8/2014;

On page three in the second paragraph under Inspection of Grounds “Bantam Falls was cleaning” should be replaced with “Bantam Falls was cleaned”.

On page three in the third paragraph under Inspection of Grounds the first sentence should be “Bob Miller brought up that the rocks surrounding the front two gardens at Bantam Falls are a safety hazard to residents and visitors.”

On page four under B. Window Film “Motion made by Bob Miller to have tom research” should read “Motion made by Bob Miller to have Tom McClintock research”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on July 8, 2014 as amended. Motion seconded by Bob Miller. Motion passed.

**Auditor Report – Maletta & Company**

Chairperson Sandra Becker turned the meeting over to Mike Maletta and Jason Geel from Maletta & Company.

Mike Maletta and Jason Geel handed out the final audit report for years ended December 31, 2012 and 2013 for commissioner review and discussion.

**Resident Concerns:**

No residents were present.

**Tenant Commissioner Report:**

Tuesday, July 22, 2014

Nothing to report at this time.

**Bills and Communications:**

Jim Simoncelli Jr. reported that he spoke with Red Hawk and they will be dropping the invoice #2911267 of the amount of \$652.

Jim Simoncelli Jr. also reported that the recent bill received from USA Hauling and Recycling had increased in price. Jim Jr. spoke with the Litchfield Housing Authority's marketing representative from USA Hauling and they will revert to prices that are listed on the contract.

Jim Simoncelli Jr. stated that he has submitted the text to Republican American about closing the Litchfield Housing Authority's waiting list and is waiting for the graphic department to send back a drafted listing.

**Private Grants:**

Sandra Becker mention that the refrigerators are still delayed at Sears.

Thomaston Savings Bank Grant – Tom McClintock reported that the Litchfield Housing Authority should hear toward the end of August.

Sandra Becker presented the Benas Memorial Fund as a new potential grant opportunity and will check if the Litchfield Housing Authority qualifies for funds.

Jim Simoncelli Jr. reported that the concrete was poured at A building of Wells Run and the ramps should be delivered shortly.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that Tom Simoncelli is taking moisture and humidity readings in unit F2 on a daily basis. Jim Simoncelli Jr. will call Servpro and have them analyze the unit. Jim Jr. also presented a letter from the resident in F2 that states that the unit will be vacant from July 14<sup>th</sup> to August 4<sup>th</sup> and that she allows LHA maintenance to enter her apartment to attempt to remedy the moisture issue. In the letter the resident also requests that LHA pay for her living expenses while she is away. Jim Simoncelli will submit a response letter to resident upon her return.

Jim Simoncelli Jr. reported that Cablevision will be replacing the cable line between building D and Building E on Thursday July 24, 2014. Jim Jr. stated that he will be on site during the digging because there is a concern about hitting other underground wires.

Tuesday, July 22, 2014

Jim Simoncelli Jr. reported that he spoke with the conservator of unit C3 and he stated that he believes the unit will be cleaned out by August 1<sup>st</sup>, 2014. Jim Simoncelli Jr. will submit the bill for delinquent rent and the cost of a new refrigerator to the conservator.

Jim Simoncelli Jr. reported that the bathroom fans for Wells Run have been ordered through Bantam Electric and will be installed as soon as they are delivered.

Jim Simoncelli Jr. presented the quotes to replace the fire suppression system in the mechanical room at Bantam Falls. Jim Jr. stated he will meet with the Fire Marshal to review the quotes and discuss the matter.

Tenant Commissioner Cheryl Stoughton arrived at 3:28PM

Jim Simoncelli Jr. stated that the only key to the mechanical room at Bantam Falls is in the Bantam Falls office and he needs to set up appointments when anyone needs to enter that room. Cheryl Stoughton stated that a notice should be sent to all residents stating that when they have cablevision or any phone company come to alter services they need to schedule appointments when Executive Director Jim Simoncelli Jr. is on location. Jim Simoncelli Jr. will send a notice out to all residents regarding the above.

**Financial Report:**

Nothing to report at this time.

**Inspection of Grounds:**

Bob Miller proposed that the Litchfield Housing Authority purchase galvanized tanks and use them as flower beds and put them in the damaged sidewalk at Bantam Falls. Bob Miller made motion to buy galvanized tanks, soil and flowers to create flower beds and put them on the damaged sidewalk at Bantam Falls. Motion seconded by Tom McClintock. Motion passed.

**Unfinished Business:**

A. 2014 Audit

- a. See report under Auditor Report – Maletta & Company.

B. LHA Website

- a. Thomas Simoncelli will look into both wix.com and Godaddy.com and provide cost associated with both.

C. Regulating Furnace Pumps at Bantam Falls

Tuesday, July 22, 2014

- a. Jim Simoncelli Jr. has set up a start date for the Furnace Pump replacement on August 26, 2014
- D. Solar Panels at Bantam Falls
  - a. Tom McClintock has reached out to Jack Healy in the Public Works Department in regards to the Clean Communities Municipal Pledge and is waiting to hear back.
- E. Yearly Inspections of Bantam Falls and Wells Run
  - a. Inspections will be conducted sometime in fall.
- F. LHA Policies and Procedures
  - a. Key Policy - Tabled
  - b. Billable Charges - Tabled
  - c. After Hours Emergency Contact Policy - Tabled
- G. Window Film – Tom McClintock and Jim Simoncelli Jr. met with a representative from Essential Glass Coatings and when the samples of window film come in Jim Jr. will give them to Tom McClintock.

**New Business:**

**Tabled Items:**

- A. Attic Vents at Bantam Falls
  - a. Tabled.
- B. Organizing Building Plans for Bantam Falls and Wells Run
  - a. Nothing to report at this time

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

Meeting adjourned at 4:01PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority