

Tuesday, August 12, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING AUGUST 12, 2014 BANTAM FALLS

Called to order at 1:03 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: Don Palmer (Unit#35)
Polly Perrett (Unit #19)
CarolAnn Winegar (Unit #16)

Minutes:

Corrections to the minutes from regular meeting on 7/22/2014;

On page two in the first paragraph under Bills and Communications “Red Hawk and they will be cancelling the invoice” should replace “Red Hawk and they will be dropping the invoice”.

On page two in the first paragraph under Private Grants, “mention” should be replaced with “mentioned”.

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on July 22, 2014 as amended. Motion seconded by Barbara Spring. Motion passed.

Resident Concerns:

CarolAnn Winegar (Unit #16) – Brought up concern about a dog owned by another resident that she said was barking frequently. Executive Director Jim Simoncelli Jr. told the resident that she must submit a written complaint regarding the dog as stated in the Litchfield Housing Authority Pet Ownership Policy.

Polly Perrett (Unit #19) – Brought up concern that the USA Hauling & Recycling was making too much noise when picking up the garbage. Also brought up that the person that delivers the paper beep their horn early in the morning. Jim Simoncelli Jr. stated that if the noise continues from USA Hauling & Recycling he would call them.

Tenant Commissioner Report:

Cheryl Stoughton asked Jim Simoncelli Jr. if the Litchfield Housing Authority had a backup locksmith to be used when their current locksmith is unavailable and he replied that the LHA would use J&J Lock.

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Cheryl Stoughton also asked Jim Simoncelli Jr. if the Salvation Army had been contacted to pick up the stuff from the maintenance room yet. Jim Simoncelli stated that he has not called them yet.

Bills and Communications:

Jim Simoncelli Jr. stated that he will be transferring money into the Litchfield Housing Authority's STIFF account from the Litchfield Housing Authority's checking account.

Jim Simoncelli Jr. stated that the annual CHFA (Connecticut Housing Finance Authority) site inspection will be Thursday, August 21, 2014 at 9:30AM. Jim Jr. will distribute a notice to give one week notice to residents prior to the inspection.

Private Grants:

Sandra Becker stated that the Benas Memorial Grant typically only accepts applications from 501C3 charitable organizations but they would review the Litchfield Housing Authority's federal tax status.

Thomaston Savings Bank – Tom McClintock reported that he has not yet heard anything from the Thomaston Savings Bank.

Report of Executive Director:

Jim Simoncelli reported that he recently spoke with New Opportunities and they stated that the weatherization of units at Wells Run and Bantam Falls will be happening soon. Jim Jr. contacted multiple residents that had the preliminary work done on their units to get their feedback. Jim Simoncelli Jr. will bring up those resident concerns to New Opportunities before any further work gets done.

Jim Simoncelli Jr. stated that Richard King, maintenance worker at Bantam Falls, has been working very hard to get the three vacant units ready for September 1st. Jim Jr. also stated that unit #7 and unit #32 are very close to being complete.

Jim Simoncelli Jr. presented the letter he received from Servpro regarding the findings in unit F2 at Wells Run. Jim Simoncelli Jr. will submit the letter to the resident in F2.

Jim Simoncelli Jr. reported that the maintenance workers at Wells Run have started power washing the buildings.

Jim Simoncelli Jr. stated that he has mailed a letter to the conservator of the resident that used to live in unit C3. The letter was a request for payment for the outstanding balance associated with the account.

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Jim Simoncelli Jr. reported that the credit limit on the credit card has been increased from \$500 to \$1000.

Jim Simoncelli Jr. reported that he has been in contact with Maletta & Company and Accounting and More to discuss the setting up of tenant files. Jim Simoncelli Jr. will create a mock tenant file for board review and present it at the next Regular Meeting.

Financial Report:

Jim Simoncelli Jr. distributed the following reports; Balance Sheet, Statement of Cash Flows, Budget vs. Actuals, Profit and Loss by Class, and Transaction List by Vendor. Barbara Spring made motion to accept the Financial Report as presented. Motion seconded by Tom McClintock. Motion passed.

Inspection of Grounds:

A site inspection of Bantam Falls was conducted by the LHA Commissioners. The carpet in Unit #18 was inspected first. Motion made by Bob Miller to have carpet replaced before the unit is rented. Motion seconded by Tom McClintock. Motion passed.

The circle garden in the entrance to Bantam Falls was inspected second. Barbara Spring made a motion to have Universal Maintenance remove the stones that surround the gardens near the front door of the building, remove the hedge at the backend of the circle garden, and the grind the three stumps located in the circle garden. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring at to enter Executive Session to discuss LHA Policies and Procedures. Motion seconded by Bob Miller. Motion passed at 2:45PM.

Motion made by Bob Miller to leave Executive Session. Motion seconded by Tom McClintock. Motion Passed at 3:30PM.

Unfinished Business:

A. LHA Website

- a. Nothing to report at this time.

B. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. has set up a start date for the Furnace Pump replacement on August 26, 2014.

C. Solar Panels at Bantam Falls

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- a. Nothing to report at this time.
- D. Yearly Inspections of Bantam Falls and Wells Run
 - a. Inspections will be conducted sometime in fall.
- E. LHA Policies and Procedures
 - a. Key Policy - Tabled
 - b. Billable Charges -
 - c. After Hours Emergency Contact Policy -
- F. Window Film – Jim Simoncelli Jr. will give all of the window film that came in the mail to Tom McClintock.

New Business:

- A. Gutters at Wells Run
 - a. Motion made by Bob Miller to have gutters installed above both ramps at Wells Run. Motion seconded by Barbara Spring. Motion passed.
- B. Gutters at Bantam Falls
 - a. Nothing to report at this time.

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 Barbara Spring to have Tom McClintock look into alternative heating options at Bantam Falls and Wells Run. Motion seconded by Bob Miller. Motion passed.

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 3:49PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority