

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING AUGUST 22, 2017 WELLS RUN

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

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenant's present: Connie Matzko, (Unit C1), Sally Conroy, (Unit C4), and Carol Bournival, (Unit F3).

**Minutes:**

Corrections to minutes form Regular Meeting on August 8, 2017.

On the second page under Financial Report, the word "consist" should be replaced with "consists".

On the third page under New Business, the last word in the sentence "which" should be removed and placed after the word "records", and under Inspection of Grounds, the phrase "at Bantam Falls" should be added at the end of "power washed".

Motion made by Tom McClintock to accept the minutes from August 8, 2017 as amended. Motion seconded by Barbara Spring. Motion passed.

**Tenant Comments/Questions:**

Connie Matzko inquired about the picnic tables for Wells Run. Jim Simoncelli Jr. stated that they are on order and we are waiting on delivery.

Connie Matzko and Carol Bournival stated that they were organizing a picnic for the residents of Wells Run.

**Tenant Commissioner Report:**

Ruth Torizzo mentioned that the seminar on the VNS at Bantam Falls was very informative. Topics included services the VNS offers which includes hospice, physical therapy and bereavement support groups. Refreshments were served and 15 residents attended.

**Bills and Communications:**

Jim Simoncelli Jr. stated that he and West State Mechanical (Bantam Falls Boiler Contractor) will be searching for a new control company for the boiler controls at Bantam Falls.

## **Private Grants / Fundraising:**

### A. Small Cities Grant

1. Site Work – Jim Simoncelli Jr. mentioned that all the lines in the parking lot at Bantam Falls will re-painted in the Fall.

### B. Seherr-Thoss Grant –

1. Jim Simoncelli Jr. stated that the mailboxes for Wells Run were delivered and is working with Towne and Aurell to organize installation.

### C. Pre-Transaction Critical Needs

1. Jim Simoncelli Jr. stated that he will be looking into getting Critical Needs funding for new roofing at Wells Run. Architect Clifford Cooper has prepared a needs assessment for Jim Jr's review. The State budget will determine if there will be any continuing funding for the critical needs program.

### D. Other

## **Report of Executive Director:**

Jim Simoncelli Jr. stated that the gutter and downspout above Unit #26 at Bantam Falls needs to have the heat wire removed due to clogging on the advice of contactor John Denis. Motion made by Tom McClintock to remove the heat wire from the gutters near unit #26. Barbara Spring seconded the motion. Motion passed.

Jim Simoncelli Jr. mentioned that a tenant at Wells Run had concerns about drinking water. Jim Simoncelli Jr. contacted Aquarion to test the water. Report findings determined that the water was perfectly safe to drink and that there was nothing found in the water.

Jim Simoncelli Jr. stated that a tenant from Wells Run had a clogged toilet due to a wash cloth that had been flushed. American Rooter was dispatched to unclog the toilet. The tenant will be responsible for the cost to unclog the toilet as this was not considered routine maintenance.

## **Financial Report:**

Nothing to report at this time.

## **Inspection of Grounds:**

Bob Miller inspected the grounds at Wells Run and mentioned that the grounds look great.

**Unfinished Business:**

A. LHA Policies and Procedures

1. Tenant Handbook – Nothing to report at this time.
2. Mission Statement – Nothing to report at this time.
3. Policy Violation Fee – Nothing to report at this time.
4. Unit Modification Policy – Nothing to report at this time.
5. Commissioner Book – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Jim Simoncelli Jr. will be looking into re-keying the units as Bantam Falls.
2. Security System - Jim Simoncelli Jr. will look into getting cameras for the parking lots at Bantam Falls.

C. Shed at Well Run

1. Nothing to report at this time.

D. Paint Hallways at Bantam Falls – Nothing to report at this time.

**New Business:**

**Tabled Items:**

**Executive Session:**

A. Pending Litigation

Motion made by Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive session entered at 2:13 PM.  
Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session ended at 2:33pm

No action was taken.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:34 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority