

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING MARCH 12, 2013 WELLS RUN

Called to order at 1:01 by Chairperson Barbara Spring

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

Commissioners absent: Bob Miller

Others present: Tom McClintock

Minutes:

Correction to minutes on February 26, 2013. Page 3 under financial report, paragraph two, word personal should be personnel. Page 3 under On-Site Insight Inspection; add that the inspection is for CHFA. Page 4 under Pay Raise: word unit should be until.

Motion made by Sandra Becker to accept the minutes from the regular meeting on February 12, 2013. Motion seconded by Cheryl Stoughton. Motion Passed.

Maintenance Report:

Service Master of Torrington will be contacted by Jim Simoncelli Jr. and have them look at unit #29 at Bantam Falls. Jim will set up a time where they can come down to Bantam Falls and look at the unit.

Tenant Commissioner Report:

On March 23rd George Hogrege and his family want to reserve the community room at Bantam Falls from 1-4pm. Jim Simoncelli Jr. will post notice on the door of the community room and the bulletin board to notify residence.

Cheryl Stoughton wants to make motion to remind Board Members that matters discussed at meetings need to stay confidential. Motion seconded by Sandra Becker. Motion passed.

Cheryl Stoughton brought up concern about Mac Grey and their schedule to repair and empty out washers and dryers at Bantam Falls. Jim Simoncelli Jr. will call Mac Grey and ask them what their schedule is to pick up coins from the machines.

Bills and Communications

Jim Simoncelli Jr. spoke with Red Hawk about billing for the alarm panel. Red Hawk will be sending first bill for the alarm panel in the upcoming weeks.

Sandra Becker has been in contact with Harry Colvocoresses about his year of service on the Litchfield Housing Authority Commission.

Barbara Spring talked with Wilma Ramos (LHA asset manager) about the outstanding balances that residents have. Wilma said that those accounts must be reconciled with each resident.

Private Grants:

Sherr-Thoss Update – Sandra Becker received application for consideration for 2013. Litchfield Housing Authority will be applying for ranges and carpeting for Bantam Falls. Jim Jr. is currently waiting on quotes from a few businesses.

Report of Executive Director:

Jim Simoncelli Jr. handed out a two letters from residents and Wells Run. These letter contained complaints about other residents.

Jim Simoncelli Jr. will write resident in unit C1 a letter stating that he needs to stop harassing other residents and any further complains will result in the starting of the eviction process. Jim Simoncelli Jr. will also write letter to the resident that send in the complaint to notify him of the steps the Litchfield Housing Authority is taking.

Jim Simoncelli Jr. will write resident in F4 a letter that thanks her for her concerns and that the Litchfield Housing Authority will be sending notices out to residents regarding her complaints.

Jim Simoncelli Jr. will write a notice to all residents about dogs and smoking at both Wells Run and Bantam Falls. This notice will contain reminders that dogs must be on a leash at all times, dog owners must pick up after their dogs, and that all units are non-smoking and that you must be 20 feet from the building to smoke.

Financial Report:

Nothing to report at this time.

Site Inspection:

There was no site inspection.

Unfinished Business:

- A. Painting Bantam Falls
 - a. Painting is complete
- B. Insurance / Pets / Liability
 - a. Jim Simoncelli Jr. is bonded
- C. Smoking in units for medical reasons
 - a. Nothing to report at this time.
- D. Ladder for oil tank at Bantam Falls
 - a. Nothing to report at this time.
- E. Bantam Falls furnace contract proposal
 - a. Work was started on March 12
- F. Waiting list
 - a. Nothing to report at this time
- G. On-Site Insight Inspection
 - a. Jim Simoncelli Jr. will send back second report to Dave Jackson, On-Site Insight Representative, so he can send it to CHFA.
- H. Pay Raise
 - a. Tabled until next meeting
- I. A-3
 - a. Litchfield Housing Authority will look into ADA compliance with the handicapped ramps outside of A building. Will also get bids from contractors on a construction cost.
- J. Accountant
 - a. Gwen Burgess of Accounting & More will be the Litchfield Housing Authority accountant moving forward.

Motion made by Cheryl Stoughton to amend agenda and add Sidewalk at Bantam Falls. Motion seconded by Barbara Spring. Motion Passed. Jim Simoncelli Jr. presented a request from unit #7

at Bantam Falls to add a sidewalk from the back door to the existing sidewalk. Barbara Spring made motion to accept request and allow unit #7 to put in sidewalk at their expense. Motion seconded by Cheryl Stoughton. Motion Passed.

Cheryl Stoughton made motion to adjourn meeting. Motion seconded by Sandra Becker. Motion Passed. Meeting adjourned 3:00.