

Tuesday, July 9, 2013

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JULY 9, 2013 BANTAM FALLS

Called to order at 1:07 by Chairperson Barbara Spring

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

Minutes:

Corrections to minutes from Regular Meeting on June 25, 2013; in the second line under Maintenance Report “Simoncelli Jr. interviewed” not “Simoncelli Jr. interview” and in the fourth line of the sixth paragraph under Report of Executive Director “Building Inspector of the Litchfield” should read “Building Inspector of the Town of Litchfield” and “as him what” should read “ask him what”.

Motion made by Tom McClintock to accept minutes as amended from Regular Meeting on June 25, 2013. Motion seconded by Sandra Becker. Motion Passed.

Maintenance Report:

Jim Simoncelli Jr. reported that George Lent, the new maintenance worker at Bantam Falls started working this week. Jim Simoncelli Jr. and George Lent will create a schedule when he will be at Bantam Falls and post it for residents.

Jim Simoncelli Jr. reported that in apartment F2 at Wells Run there was water coming into the unit. Jim called Servpro to come out and analyze the problem. Servpro installed an industrial size dehumidifier and multiple fans in the unit to try and dry out the unit. Servpro then came back to clean the rug and remove any discoloration that the humidity had caused. Servpro recommended to the Litchfield Housing Authority and to the resident in F2 that she install a A/C unit or run a dehumidifier in her apartment.

Tenant Commissioner Report:

Cheryl Stoughton brought a request from the resident in unit #4. His request was that he wanted to install two more shelves in the closet. Jim Simoncelli Jr. will give written permission and allow him to install the shelves in the closet.

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Bills and Communications

Jim Simoncelli Jr. reported that the Litchfield Housing Authority has received a written letter from Connecticut Department of Labor that stated that Robert Lajoie has been denied unemployment.

Bob Miller reported that the Litchfield Housing Authority has a renewal application with Blumenthal & Donahue Insurance Company. Cheryl Stoughton made a motion to have Jim Simoncelli Jr. call Blumenthal & Donahue Insurance and have a representative join the LHA commissioners at a bi-monthly meeting and discuss the LHA's insurance policy and answer any other insurance questions the board of commissioners may have. Motion seconded by Bob Miller. Motion passed.

Bob Miller brought the LHA's last audit to the meeting. Bob discussed some of the recommendations in the audit and Jim Simoncelli Jr. will become familiar with the audit process and comply with those recommendations.

Private Grants:

Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. reported that the new stoves will be coming Wednesday, July 17, 2013 as early as 9:30AM. Jim Jr. will send out a notice to residents that are receiving the stoves to notify them of the date and time.

Jim Simoncelli Jr. brought two recommendations from Gwen Burgess of Accounting and More LLC to the meeting. The first recommendation was that the Litchfield Housing Authority moves to Quickbooks Online so both Gwen and Jim can work on Quickbooks simultaneously. The second recommendation was to have the Litchfield Housing Authority sign up for online banking.

Motion made by Sandra Becker to move to Quickbooks Online. Motion seconded by Bob Miller. Motion Passed.

Motion made by Barbara Spring to sign up for online banking. Motion seconded by Tom McClintock. Motion Passed. Barbara Spring and Jim Simoncelli Jr. will schedule a time that they both can visit the bank and set up online banking.

Jim Simoncelli Jr. reported that all of the units at both Bantam Falls and Wells Run will be full as of August 1, 2013.

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Financial Report:

Jim Simoncelli Jr. handed out the financial report for the full month of June.

Motion made by Tom McClintock to accept the financial report. Motion seconded by Sandra Becker. Motion passed.

Site Inspection:

During the site inspection the Board of Commissioners visited unit #31 to look at the new rugs.

Unfinished Business:

A. Insurance / Pets / Liability

- a. Jim Jr. will contact Blumenthal & Donahue about pet insurance and pet liability.

B. Bantam Falls furnace contract

- a. Jim Simoncelli Jr. is waiting on a response from Mark about complete the email and temperature pieces of the furnace contract.

C. Waiting list

- a. Will be updated in July or August

D. A-3

- a. Jim Simoncelli Jr. will have Doyle's Medical Supply fax him the quote and then email it to the LHA Commissioners.

E. Lawyer

- a. Sandra Becker contacted Marcus G. Organschi and is waited to here back.

F. Rent Increase

- a. Jim Simoncelli Jr. will look in the Asset & Property Management Manual and verify the correct procedure when starting a rent increase

G. Discoloration Removal at Bantam Falls

- a. Tabled unit next meeting

H. LHA Policies and Procedures

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- a. Jim Simoncelli will continue to update the LHA's Policies and Procedures with the help of Commissioner

New Business:

A. Update Rules

- a. Jim Simoncelli Jr. and the Board of Commissioners will take part of a bi-monthly meeting to review the current rules and regulations.

B. 2014 Management Plan

- a. Jim Simoncelli Jr. will get the forms from the state and start to put together the 2014 management plan.

C. Energy Audit

- a. Tom McClintock presented information that he received when he met with Dana Forester from CL&P, John Ferguson from new Opportunities, and Jim Simoncelli Jr. Tom McClintock discussed that they want to take four units (one from each quarter of the building) and do an energy analysis of those units. This energy analysis will determine if the LHA should move forward with any of the recommendations given to them during the energy audit.

Motion made by Tom McClintock to adjourn meeting. Motion Seconded by Bob Miller. Motion Passed.

Meeting adjourned at 4:15

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority