

Tuesday, May 27, 2014

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING MAY 27, 2014 WELLS RUN

Called to order at 1:02 by Chairperson Sandra Becker

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

Commissioners absent: Bob Miller

**Minutes:**

Corrections to the minutes from regular meeting on 5/13/2014;

On page two in the first sentence under Private Grants “Jim Simoncelli Jr. reported that has” should read “Jim Simoncelli Jr. reported that he has”.

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on May 15, 2014 as amended. Motion seconded by Cheryl Stoughton. Motion passed.

**Tenant Commissioner Report:**

Cheryl Stoughton mentioned that she submitted a written request to Executive Director Jim Simoncelli Jr. asking permission to paint her unit “Philadelphia Cream”. Cheryl asked who’s responsibility it will be to supply the paint and who’s responsibility it will be to supply the painter. Sandra Becker stated that it will be up to the resident to provide both the paint and the painter. Residents will need to submit a written request to the Executive Director to get the color of the paint approved.

**Bills and Communications:**

Jim Simoncelli Jr. stated that he received a letter from Jack Healy that was on file at Litchfield Public Works that states Wells Run Road is a private road. Jim Jr. gave the letter to Vice-chairperson Barbara Spring and she will bring it to the next Historic District Commissioners meeting.

Jim Simoncelli Jr. reported that he went to the Assessor’s office in Litchfield to correct the road map that they have on file. The map had mislabeled buildings at Wells Run. The buildings are now labeled correctly.

Tuesday, May 27, 2014

Motion made by Tom McClintock to have Jim Simoncelli Jr. get 3 bids on a service contract for the furnace panel. Motion seconded by Cheryl Stoughton. Motion passed.

### **Private Grants:**

Jim Simoncelli Jr. reported that he has sent the resident at Bantam Falls a purchase agreement that states that amount they will have to contribute to get a different model refrigerator. As soon as Jim Jr. gets the agreement back he will be able to order the refrigerators to fulfill the grant.

Tom McClintock presented a grant opportunity through the Thomaston Savings Bank. Tom will look into the application deadline and report at the next meeting.

### **Report of Executive Director:**

Jim Simoncelli Jr. handed out a Selection Policy to all commissioners for their review. LHA Commissioners will review the policy and report back at the next meeting.

Jim Simoncelli Jr. also distributed an inspection list to all commissioners. Commissioners will review the inspection list and report at the next regular meeting.

Jim Simoncelli Jr. reported that the last three invoices from Dime Oil all had different oil prices. Jim Jr. contacted Jack Healy at Litchfield Public Works and Jack stated that the Town of Litchfield has exceeded their contracted gallons, which means that the cost of each delivery might vary based on the daily price of oil.

Jim Simoncelli Jr. stated that the Fire Marshal will be doing inspection at Wells Run on June 3, 2014 and at Bantam Falls on Jun 5, 2014.

Jim Simoncelli Jr. also stated that the auditors will be coming on Monday June 2, 2014.

Jim Simoncelli Jr. mentioned that the commissioners need to vote on a selection policy before LHA can distribute the new application. Motion made by Tom McClintock to not distribute the inadequate (old) application and to create a list of addresses of everyone that inquires about the new application and mail them one when the application is complete. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. stated that he has been in contact with HAIG (Housing Authority Insurance Group) regarding some of the property losses at LHA. Jim Jr. will be putting in claims regarding the furnace pumps at Bantam Falls, ground water coming into unit at Wells Run, Fire panel at Wells Run, and the fire suppression system in the mechanical room at Bantam Falls.

Tuesday, May 27, 2014

**Financial Report:**

Nothing to report.

**Inspection of Grounds:**

LHA Commissioners will give the Inspection of the Grounds report at the next regular meeting.

**Unfinished Business:**

A. 2014 Audit

- a. Maletta & Company will be coming to meet with Executive Director Jim Simoncelli Jr. on June 2, 2014.

B. B3 at Wells Run

- a. Nothing to report.

C. LHA Website

- a. Nothing to report.

D. Tractor for Wells Run

- a. Tom McClintock stated that according to the Management Manuel the LHA needs to put “Property of Litchfield Housing Authority” on the new Tractor.

E. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. will schedule the work when the weather gets consistently warmer.

F. Pot Holes at Bantam Falls

- a. Jim Simoncelli Jr. stated that Richard King will fill the remaining pot holes in the upcoming weeks.

G. Solar Panels at Bantam Falls

- a. Tom McClintock called Solar City and is waiting to hear back from them.

H. Key Policy

- a. Nothing to report at this time.

Tuesday, May 27, 2014

I. Billable Charges

- a. Jim Simoncelli Jr. will continue to work on the Billable Charges Policy.

J. Yearly Inspections of Bantam Falls and Wells Run

- a. Commissioners will report at the next meeting regarding the inspection checklist that Jim Jr. distributed.

K. LHA Policies and Procedures

- a. Jim Simoncelli Jr. will continue to create and update policies.

**New Business:**

**Tabled Items:**

A. Drainage at Bantam Falls

- a. Tabled until spring.

B. Attic Vents at Bantam Falls

- a. Tabled.

C. Renovate sign at Bantam Falls

- a. Jim Simoncelli Jr. reported that Richard King will be cleaning and painted the Bantam Falls sign and that two residents will be creating a garden underneath the sign.

D. Repair of Sidewalks at Bantam Falls and Wells Run

- a. Tabled.

E. Leaking Roof in Community Room at Bantam Falls

- a. Tabled until spring

F. Organizing Building Plans for Bantam Falls and Wells Run

G. Open House

Tuesday, May 27, 2014

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring.  
Motion passed.

Meeting adjourned at 3:10PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority