

Tuesday, November 29, 2016

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING NOVEMBER 29, 2016 WELLS RUN

Called to order at 1:05 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner) and Executive Director Jim Simoncelli Jr.

Commissioners absent: Bob Miller

Tenant's present: Nony O'Hara (unit E2)

**Minutes:**

Motion made by Barbara Spring to accept the minutes from November 8, 2016. Motion seconded by Tom McClintock. Motion passed.

**Tenant Comments/Questions:**

No tenant comments or questions.

**Tenant Commissioner Report:**

Ruth Torizzo stated that there has been a very good response toward the Holiday party at Bantam Falls. The party will be held on Monday, December 12, 2016 for all residents of Bantam Falls.

Ruth Torizzo stated that all of the site work at Bantam Falls looks great.

**Bills and Communications:**

Jim Simoncelli Jr. presented plowing cost for Bantam Falls and Wells Run.

Motion made by Barbara Spring to continue to use Towne and Aurell for snow removal at Wells Run on a per storm contract. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to continue to use Towne and Aurell for snow removal at Bantam Fall on a seasonal contract. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. presented maintenance cost for the new heating system at Bantam Fall.

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Motion made by Barbara Spring to accept West State Mechanical's maintenance contract for the heating system for this upcoming heating season. Motion seconded by Tom McClintock. Motion passed.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. The roof project is complete. Nothing to report at this time.
2. Jim Simoncelli Jr. stated that the boiler replacement project is complete. There have been a few slight issues with the boilers and the controls. West State mechanical is aware of the issues and is making the final adjustment to the system.
3. Jim Simoncelli Jr. stated that the site work at Bantam Falls is mostly complete. The final items to be installed are the new "visitor parking", "handicapped parking", and "resident parking" signs. There will also be some minor work in the spring of 2017.

B. Seherr-Thoss Grant

1. The Litchfield Housing Authority will look at applying for the Seherr-Thoss Grant in the spring of 2017.

C. Other

1. No other grant opportunities at this time.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that there will be a Holiday Party at Bantam Falls on Monday, December 12, 2016 in the Bantam Falls community room, residents will need to sign up on the sign-up sheet. Jim Jr. continued by stating there will also be a Holiday Party for all of the Wells Run residents on Monday, December 19, 2016 in the Wells Run community room, residents will need to sign up on the sign-up sheet.

Jim Simoncelli Jr. stated that he applied and received an energy rebate from Eversource of \$8,458.54. The energy rebate was received because the Litchfield Housing Authority completed energy upgrades on the boilers, water heaters and attic insulation.

Jim Simoncelli Jr. mentioned that the Eagle Scout that was working on the pathway from Wells Run to the Bantam River has finished the project and also installed a bench at the base of the path.

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**Financial Report:**

Jim Simoncelli Jr. discussed the 2017 budget with all of the commissioners. Sandra Becker read an email from Treasurer Bob Miller stating that he has reviewed and accepted the 2017 budget.

Motion made by Tom McClintock to accept the 2017 budget. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. stated that his contract will be expiring at the end of 2016. Motion made by Barbara Spring to extend Jim Simoncelli Jr.'s contract as Executive Director for an additional three years. Motion seconded by Tom McClintock. Motion passed.

**Inspection of Grounds:**

An inspection of grounds was not completed due to the weather.

**Unfinished Business:**

A. LHA Policies and Procedures

1. Smoking Policy – Motion made by Barbara Spring to adopt the Litchfield Housing Authority Smoke-Free Housing Policy. Motion seconded by Tom McClintock. Motion passed. Jim Simoncelli Jr. will distribute the Smoke-Free Housing Policy to all Litchfield Housing Authority residents on December 1, 2016.
2. Tenant Handbook – Nothing to report at this time.
3. Mission Statement – Nothing to report at this time.
4. Policy Violation Fee – Nothing to report at this time.
5. Unit Modification Policy – Nothing to report at this time.

B. LHA Security

1. Nothing to report at this time.

C. Rent Increase at Well Run

1. Jim Simoncelli Jr. presented a base rent increase for residents of Wells Run. Motion made by Tom McClintock to increase the base rents at Wells Run as follows; \$125 to \$150, \$200 to \$215, and \$165 to \$185. Motion seconded by Barbara Spring. One commissioner abstained. Motion passed.

D. Rent Increase at Bantam Falls

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1. Jim Simoncelli Jr. presented a base rent increase for residents of Bantam Falls. Motion made by Tom McClintock to increase the base rents at Bantam Falls as follows; \$405 to \$420, \$420 to \$435, \$450 to \$500, and \$493 to \$525. Motion seconded by Barbara Spring. One commissioner abstained. Motion passed.

E. Shed at Well Run

1. Nothing to report at this time.

**New Business:**

A. Litchfield Housing Authority 2017 Meeting Calendar

- a. Sandra Becker distributed the 2017 Meeting Calendar. Motion made by Barbara Spring to accept the 2017 LHA Meeting Calendar as presented. Motion seconded by Tom McClintock. Motion passed.

**Tabled Items:**

A. Residents Service Coordinator

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:40 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority