

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING DECEMBER 12, 2017 BANTAM FALLS

Called to order at 1:10 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Tom McClintock, Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Commissioners absent: Bob Miller and Ruth Torizzo (Resident Commissioner)

Tenants present: Peggy Isley (unit 21) and Jean Adams (unit 7)

Minutes:

Corrections to minutes from regular meeting on November 28, 2017.

On the first page under Tenant Commissioners Report, Ruth's last name should be spelled Torizzo.

Motion made by Tom McClintock to accept the minutes from November 28, 2017 as amended. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

A. Seherr-Thoss Grant

1. Jim Simoncelli Jr stated that the application for the grant for the roofing project at Wells Run was deferred until Spring and will be re-determined at that time.
2. Jim Simoncelli Jr. sent the invoices and thank you notes for the completion of the mailboxes at Wells Run.

B. Other

1. Critical Needs – Jim Simoncelli Jr. stated that he will be seeking funding for either a generator for the community room at Wells Run or repairing the sidewalk in the back of the building at Bantam Falls.

Report of Executive Director:

Jim Simoncelli Jr. stated that he met with West State Mechanical and a potential new control company to obtain a proposal for a new monitoring system for the boiler room at Bantam Falls.

Jim Simoncelli Jr. mentioned that unit D2 at Wells Run is once again vacant as the person moving into the unit declined the day before the lease signing.

Jim Simoncelli Jr. mentioned that the waiting list for Bantam Falls will re-open January 1st and the notice will be placed in the Waterbury Republican Newspaper.

Jim Simoncelli Jr. stated that he will create a unit inventory list for each unit at Wells Run and Bantam Falls. The unit inventory will keep track of when permanent fixtures within the unit are replaced (water heaters, stoves, rugs, etc.)

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

An inspection was not done.

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 – The commissioners book will be handed out at the end of the month for the commissioners to review.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Nothing to report at this time.
 2. Security System – Nothing to report at this time.
- C. Paint Hallways at Bantam Falls – The hallway and stairwell on the side by the boiler room at Bantam Falls has been completed.
- D. Re-Keying Bantam Falls – Nothing to report at this time.
- E. Organizing LHA Stored Files – Nothing to report at this time.
- F. Outside Lighting at Bantam Falls – The LED Conversion Project at Bantam Falls is complete and has been fully reimbursed by Eversource.

New Business:

Tabled Items:

- a. Shed at Wells Run
- b. Storage shed locks at Wells Run
- c. LHA Rental Deposits

Executive Session:

Executive session was not entered.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Barbara Spring. Motion passed. Meeting adjourned at 1:57 PM.

Respectfully submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority