

Tuesday, January 13, 2015

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JANUARY 13, 2015 BANTAM FALLS

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

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

Tenants present: Jean Adams Unit #7, Eileen Salatto Unit #6

Minutes:

Corrections to the minutes from December 9, 2014;

On the second page in the second paragraph under Report of the Executive Director “Wiegold flooring” is misspelled and should read “Weigold Flooring”.

On the third page in the first paragraph under Inspection of Grounds “witness” should be replaced with “witnessed”.

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on December 9, 2014 as amended. Motion seconded by Barbara Spring. Motion passed.

Motion made by Barbara Spring to accept the minutes from the Special Meeting on December 23, 2014. Motion seconded by Tom McClintock. Motion passed.

Resident Concerns:

There were no resident concerns.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that Chairperson Sandra Becker and he have been purging the current waiting list for Wells Run in hopes of filling the vacant units.

Jim Simoncelli Jr. reported that he received a 10% discount from Servpro regarding the invoice for the work completed in unit D2 at Wells Run because the Litchfield Housing Authority’s maintenance workers had to complete some of the cleaning in the unit.

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Private Grants:

Jim Simoncelli Jr. reported that he had a business lunch meeting with Larry Wagner (L. Wagner & Associates) and Howard Hurd (Chief Operating Officer from HRP Associates). At the lunch meeting the Phase I Site Environmental Study and the Small Cities Grant were discussed. Jim Simoncelli Jr. received a checklist of items that need to be completed for the grant and the deadlines for each.

Jim Simoncelli Jr. stated that one of the components of the Small Cities Grant that will need to be completed is the Fair Housing Marketing Plan. The Fair Housing Marketing Plan is a marketing plan to reach the least likely to apply demographic. Jim Simoncelli Jr. will complete this by the deadline.

Report of Executive Director:

Jim Simoncelli Jr. brought up a concern he has with cars not moving before a snow storm and not moving back before the plowing company returns for the second plowing. Jim Simoncelli Jr. suggested a possible fine for residents that choose not to follow the plowing rules. Motion made by Bob Miller to have Jim Simoncelli Jr. send residents (that don't move their cars at the appropriate time) a notice that states there is a potential fine of \$25 if the resident doesn't move his/her car during the next storm. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that New Opportunities came to do the weatherization in every unit. New Opportunities completed all weatherization before Christmas and everything came out very nice. New Opportunities will be back in the near future to install all of the lights in the units at Bantam Falls.

Jim Simoncelli Jr. also reported that he has received the quote from Carl's True Value in Torrington to re-key the entire Building at Bantam Falls. Jim Jr. stated that he will postpone the project until the weather gets warmer and he can sit down with the locksmith and put together a exact plan.

Jim Simoncelli Jr. stated that he has received quotes on both removing the CO2 system and installing sprinklers in the Mechanical Room at Bantam Falls. Motion made by Bob Miller to have Jim Simoncelli Jr. organize both projects and get them completed. Motion seconded by Cheryl Stoughton. Motion Passed.

Jim Simoncelli Jr. presented a credit application to Sandra Becker, for her signature, in order to set up an account with Northwest Lumber. Northwest Lumber is where the Litchfield Housing Authority purchases all of its paint for Bantam Falls. Jim Simoncelli Jr. will set up account with Northwest Lumber.

Jim Simoncelli Jr. reported that he handed out all re-certification envelopes attached with a letter requesting all paperwork for the recertification process. Jim Jr. stated that he would like the paperwork back as soon as possible. After the re-certification is complete Jim Jr. will be meeting with each resident to review the process and notify them if their rent increased or decreased. All of the re-certifications need to be completed by the end of March and the re-calculated rent will take effect May 1, 2015.

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Jim Simoncelli Jr. stated that he has been in contact with Town & Aurell regarding getting ice melt for Wells Run. Motion made by Cheryl Stoughton to have Jim Simoncelli Jr. make a decision on where to get the ice melt and chemical for Wells Run. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. stated that he met with the Fire Marshal recently and the Fire Marshal determined all doors that lead to the hallway at Bantam Falls are considered fire doors and should remain closed, especially the two laundry room doors. The Fire Marshal suggested that the Litchfield Housing Authority install magnets on the doors that dis-engage when the fire alarm goes off. This would allow the doors to remain open the majority of the time and close when appropriate.

Jim Simoncelli Jr. stated that Town & Aurell are doing a great job clean the parking lots and removing the snow from the walks. Jim Jr. has also received feedback from many of the residents that have stated their happiness with Town & Aurell.

Financial Report:

Jim Simoncelli Jr. distributed the December 2014 Financial Report that consisted of Statement of Cash Flows, Transaction List by Vendor, and Bank Balance Statement. Motion made by Bob Miller to accept the December 2014 Financial Report as presented. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. stated that as soon as Gwen Burgess (LHA Accountant) and he finish the year-end report he will distribute it at the following meeting.

Inspection of Grounds:

An inspection of the grounds was not completed.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. Bob Miller brought up many questions regarding solar panels. The questions referenced safety concerns, cost concerns, liability concerns, etc. Bob Miller gave the list of questions/concerns to Tom McClintock who has been in contact with the solar companies.

B. Yearly Inspections of Bantam Falls and Wells Run

- a. Jim Simoncelli Jr. reported that all inspections are complete.

C. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Nothing to report at this time
- c. Rules and Regulations – Nothing to report at this time

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Motion made by Bob Miller to authorize overtime for Jim Simoncelli Jr. in order to complete the necessary policies and procedures. Motion seconded by Tom McClintock. Motion passes.

D. Window Film

- a. Nothing to report at this time.

E. Satellites at Wells Run

- a. Nothing to report at this time.

F. Toilets at BF and WR

- a. Nothing to report at this time.

G. Tenant Handbook

- a. Nothing to report at this time.

New Business:

A. Mission Statement

- a. Nothing to report at this time.

Tabled Items:

A. Bantam Falls Painting – Downstairs Hallway

B. Media Room at Bantam Falls

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Cheryl Stoughton. Motion passed. Meeting adjourned at 3:51PM.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority