

Tuesday, October 22, 2013

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING OCTOBER 22, 2013 WELLS RUN

Called to order at 1:00 by Chairperson Sandra Becker

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 October 8, 2013; in the second paragraph of the second page the motion should read “motion made by Cheryl Stoughton to have Bob Miller meet with a lighting expert at Bantam Falls to review the lighting and that the lighting expert will be compensated mileage. Motion seconded by Tom McClintock. Motion Passed.”, in the second line under Tenant Commissioners Report it should read “when the carpet” not “when he carpet”, one page three under Site Inspection should include that the police were called on resident in unit B3 at Wells Run when the resident had a tractor on the property doing unauthorized landscaping work. The police told him that he needed to remove the tractor from the property and the resident said he would have it off of the property within the hour.

Motion made by Tom McClintock to accept minutes as amended from Regular Meeting on October 8, 2013. Motion seconded by Cheryl Stoughton, Motion Passed.

Maintenance Report:

Jim Simoncelli Jr. reported that George Lent (maintenance worker at Bantam Falls) came back to work this week. He was unable to work the previous week due to medical reasons.

Jim Simoncelli Jr. reported that the locksmith from Carl’s True Value in Torrington will be in to fix a lock at Wells Run in B building.

Jim Simoncelli Jr. reported that he will be covering the A/C units at Wells Run this week.

Jim Simoncelli Jr. reported that Jim Simoncelli (maintenance worker Wells Run) is working on unit G3 and the apartment will be ready by the 1st of November 2013.

Jim Simoncelli Jr. reported that Jim Simoncelli is continuously working on the leaves at Bantam Falls and will clean them up as they fall.

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Jim Simoncelli Jr. reported that Scoville Plumbing and Heating is working very hard on the furnace at Bantam Falls and has been in contact with Johnson Control to set up a meeting between Jim Simoncelli Jr., Scoville, and Johnson to review the furnace controls.

Jim Simoncelli Jr. reported that apartment #11 at Bantam Falls was having water leaking onto her carpet. The plumber from Litchfield Plumbing was called and the leak was actually coming from apartment #29 which is directly above apartment #11. Litchfield Plumbing fixed problems in both units.

Tenant Commissioner Report:

Cheryl Stoughton explained that the fire alarm went off because a resident had burned her dinner and the smoke got out into the hallway. The fire department was dispatched and shut off the alarm panel. Cheryl also brought up a concern that this particular resident is having trouble recently with cooking and remembering that she is cooking something. Jim Simoncelli Jr. will contact the son of the resident and will explain the current situation.

Cheryl Stoughton also brought up that Jim Simoncelli Jr. will be handing out a notice that lists the proper procedure when the fire alarm goes off and that also lists the names of four residents that will go to each unit when the fire alarm goes off to make sure everyone is ok and to make sure everyone leaves the building.

Cheryl Stoughton reported that electrician John Novi will be in soon to install the emergency outlets in units #25 and #7. She also stated that he has completed the installation of the emergency outlets in unit #2 and that he did an excellent job.

Cheryl Stoughton also brought up a concern about who will call contractors when Jim Simoncelli Jr. does not have cell phone service. Jim Simoncelli Jr. will update contractor list and distribute to commissioners. If Jim Simoncelli Jr. is unavailable the chairperson should be called next, followed by the vice chairperson, treasurer, and secretary.

Bills and Communications

Sandra Becker has verified with Seherr-Thoss Foundation that they have received out grand.

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Private Grants:

See first paragraph under Bills and Communications.

Report of Executive Director:

Jim Simoncelli Jr. reported that the resident in unit F1 at Wells Run will be moving to unit H3 and that the resident from unit G1 will be moving to unit F1.

Jim Simoncelli Jr. reported that he and Bob Miller set up online banking with Union Savings bank and got all of the papers on getting a business credit card through Union Savings. Jim Simoncelli Jr. will fill out all required paper work.

Financial Report:

Nothing to report at this time.

Site Inspection:

A site inspection was not conducted.

Unfinished Business: associated

A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. sent residents at Bantam Falls a notice that requires them to have a standard dog leash.

B. Bantam Falls furnace contract

- a. Jim Simoncelli Jr. will contact Scoville Plumbing and Heating to create a contract between them and the Litchfield Housing Authority.

C. Lawyer

- a. Nothing to report at this time.

D. Rent Increase

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- a. Asset Manager, Mentor Ameti sent Jim Simoncelli Jr. question regarding the rent increase. Jim Simoncelli Jr. will respond to Mentor Ameti by the end of the month.
- E. LHA Policies and Procedures
- a. Tabled unit next meeting.
- F. 2014 Management Plan
- a. Jim Simoncelli Jr. will be sending a signed hard copy of the 2014 Management Plan to CHFA.
- G. Energy Audit
- a. Tom McClintock reported that New Opportunities will be submitting a report based on their findings to CL&P.
- H. 2014 Audit
- a. Nothing to report at this time.
- I. Maintenance Supply Company
- a. Jim Simoncelli Jr. reported that the Litchfield Housing Authority has an account at Torrington Supply Company. Jim Simoncelli Jr. and maintenance worker at Bantam Falls, George Lent, have compiled a list of supplies that are needed at Bantam Falls.
- J. LHA Line of Credit
- a. See Report of Executive Director.

New Business:

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

Meeting adjourned at 3:08 PM

Respectfully Submitted,

Jim Simoncelli Jr.

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Executive Director
Litchfield Housing Authority