

Tuesday, July 23, 2013

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING JULY 23, 2013 WELLS RUN

Called to order at 1:05 by Chairperson Barbara Spring

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 July 9, 2013; on page 3 under Lawyer should read "Sandra Becker contacted Marcus G. Organschi and is waiting to hear back".

Motion made by Bob Miller to accept minutes as amended from Regular Meeting on July 9, 2013. Motion seconded by Sandra Becker. Motion Passed.

**Maintenance Report:**

Jim Simoncelli Jr. reported that George Lent, the new maintenance worker at Bantam Falls, has been working really hard on all of the work orders and finalizing vacant units.

Jim Simoncelli Jr. reported that in apartment D4 and D2 at Wells Run there were reported fleas. Mastersheid will be coming later in the week to take care of the fleas in apartment D4. Jim Jr. will be contacting the health department and find out what the process is of having them deal with an uncooperative resident with fleas.

Jim Simoncelli Jr. reported that the resident in unit F2 is very happy with the work that Servpro did to remove the water from her unit. The resident will continue to run a A/C unit.

**Tenant Commissioner Report:**

Cheryl Stoughton brought a suggestion to put fans in the ceiling in the upstairs hallway to alleviate the warm air in the upstairs hallway. Bob Miller replied that the Litchfield Housing Authority is looking into replacing or adding to the existing roof vents at Bantam Falls.

Cheryl Stoughton brought request from resident in unit #21 to allow resident in unit #8 to power wash and paint the porch of unit #21. Motion made by Bob Miller to allow resident in unit #8 to paint the porch of the resident in unit #21. Resident in unit #8 must organize a time with the Executive Director. Motion seconded by Tom McClintock. Motion passes.

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### **Bills and Communications**

Sandra Becker met with ex-commissioner Harry Colvocoresses. Harry notified Sandra that the Litchfield Housing Authority's insurance policies renew July 1<sup>st</sup> of every year. Harry Colvocoresses also notified Sandra that LHA attorney from Pullman & Comley re-did complaint policy only.

Jim Simoncelli Jr. reported that he has received written proof from the IRS with the Litchfield Housing Authority's Federal Identification Number on it.

Jim Simoncelli Jr. reported that the LHA's workers compensation audit has been completed and that the premium has increased by \$560

### **Private Grants:**

Sandra Becker reported that the next Seherr-Thoss grand deadline is October 1<sup>st</sup>.

Jim Simoncelli Jr. will draft thank you letter from residents and have them sign it. Sandra Becker will draft a thank you letter from the LHA.

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

Jim Simoncelli Jr. reported that he spoke with Doug Rinaldi and he will be coming out on August 13, 2013 to a LHA's bi-monthly meeting to talk to the Board of Commissioners about their insurance policies.

Jim Simoncelli Jr. reported complaints about smoking from resident in unit F1 at Wells Run. Jim Jr. explained to the resident that the LHA is working on a smoking policy.

Jim Simoncelli reported that all units at both Bantam Falls and Wells Run will be full on August 1, 2013.

Jim Simoncelli Jr. brought a letter from the resident in unit #11 that asked permission to not pay for the A/C fee based on low use and low income. Jim Jr. will respond with a letter that states that the only way that she will be allowed to not pay the A/C fee will be to remove the A/C unit from the wall sleeve.

### **Financial Report:**

Nothing to report at this time. The financial report will be handed out at the first meeting of every month and it will reflect the previous month.

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**Site Inspection:**

A site inspection was not done.

**Unfinished Business:**

A. Insurance / Pets / Liability

- a. Tom McClintock went to the Litchfield Town Hall and they told him that the LHA is independent.

B. Bantam Falls furnace contract

- a. Jim Simoncelli Jr. has not heard back from Mark from J&M Plumbing. Jim Jr. will contact Barry Cone and have him look at the furnace and see if he would be willing to take over with all furnace work.

C. Waiting list

- a. Jim Simoncelli Jr. completed the re-due of the waiting list.

D. A-3

- a. Jim Simoncelli Jr. will send all quotes received to Sandra Becker.

E. Lawyer

- a. Sandra Becker contacted Marcus G. Organschi and he has much experience representing landlords. Marcus G. Organschi will draft a proposal and mail it to the LHA.

F. Rent Increase

- a. The Litchfield Housing Authority will apply for a rent increase when they submit their Management Plan for 2014.

G. Discoloration Removal at Bantam Falls

- a. Tabled unit next meeting

H. LHA Policies and Procedures

- a. Jim Simoncelli will continue to update the LHA's Policies and Procedures with the help of Commissioner

I. Update Rules

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- a. Jim Jr. will give all commissioners a copy of the existing Rules and Regulations for their review.
- J. 2014 Management Plan
- a. Bob Miller presented a draft of the 2014 Management Plan.
- K. Energy Audit
- a. Tom McClintock reported that he spoke with Jon Worthington about changing the ventilation system at BF.
- L. 2014 Audit
- a. Bob Miller will give Gwen Burgess our 2013 audit for her review.

**New Business:**

Motion made by Tom McClintock to adjourn meeting. Motion Seconded by Sandra Becker.  
Motion Passed.

Meeting adjourned at 3:40 PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority