

Tuesday, September 10, 2013

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING SEPTEMBER 10, 2013 BANTAM FALLS

Called to order at 1:00 by Chairperson Barbara Spring

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

Residents Present: CarolAnn Winegar unit #16, Trish Lapidus unit #11, Les Bellmay unit #2, Virginia Bennett unit #9, Carole Kent unit #14, Pauline Perrett unit #19

Minutes:

Corrections to minutes from Regular Meeting on August 27, 2013; on first page second paragraph under Maintenance Report should read “small brush are very overgrown” not “ small brush is very overgrown”, on second page first paragraph under Report of Executive Director should read “letters to resident who owe rent” not “letters to residents that owe rent”, also on the second page in the first paragraph under Report of the Executive Director should read “positive response from most people who were given letters” not “positive response from most people that were given a letter”. One addition to the minutes; on page two in the second paragraph under Report of the Executive Director should include (as third sentence of paragraph) “Resident in unit #2 is oxygen dependent during the night”.

Motion made by Tom McClintock to accept minutes as amended from Regular Meeting on August 13, 2013. Motion seconded by Sandra Becker, Motion Passed.

Maintenance Report:

George Lent reported that the supplies at Bantam Falls are insufficient and that he is taking many trips to True Value.

George suggested that the brightest CFL lights be put in the fixtures outside of every residents' hallway door. This type of light would provide much more light than the existing bulbs.

George also reported that the plumbing in many units is in bad condition and that when he replacing any plumbing he will be using plastic to make it last longer.

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Tenant Concerns:

Resident in unit #14 brought to the Boards' attention that her apartment is very damp. Cheryl Stoughton reported that the resident in unit #8 has also had excess moisture problems in his unit. She also reported that resident in unit #8 will be requesting to put hardwood floors in his unit. Jim Simoncelli Jr. read a letter he received from the resident in unit #8 to the Board of Commissioners that stated that he has had trouble breathing in his unit and that he had to clean off mildew from his shoes that were in his closet. Jim Simoncelli Jr. responded that a representative from Servpro will be coming to look at both units to analyze the moisture issue.

Resident in unit #7 stated that the gutters are still overflowing outside of her unit. Jim Simocnelli Jr. responded that he will call Universal Maintenance and have them come and clean the gutters.

Resident in #16 stated that there is dog hair all over the common areas especially the community room.

Tenant Commissioner Report:

Tom McClintock made a motion to have Jim Simoncelli Jr. send out a notice that states that dogs are not allowed in the common areas at Bantam Falls. Common areas include but are not limited to the community room, laundry rooms, sitting rooms, craft room, theater room, and the public bathrooms. Motion seconded by Cheryl Stoughton. Motion Passed.

Bills and Communications

Jim Simoncelli Jr. will set up Special Meeting with Mark from J&M Plumbing to discuss outstanding invoices. Jim will also write him a letter that requests his presence that the Special Meeting.

Private Grants:

The next deadline for the Seherr-Thoss Grant is October 1, 2013. Jim Simoncelli Jr. will get quotes on the ramps outside A building at Wells Run. After Jim Jr. receives all of the quotes he will give them to Sandra Becker for submission.

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Jim Simoncelli Jr. will get copies of the cleared checks that show that the money from Seherr-Thoss was spent on the new ranges and carpets at Bantam Falls and submit them to Sandra Becker.

Report of Executive Director:

Jim Simoncelli Jr. reported that he has been in contact with John Novi (electrician that will install emergency outlet) about how he will install outlet. Jim Simoncelli Jr. stated that the first thing that needs to happen before any outlet can go in is that someone familiar with the generator can verify that the generator can handle the extra voltage being drawn from the oxygen machine or multiple oxygen machines. Jim Jr. will call Cornwall Electric (company who services the generator) and ask them if the generator can handle the extra outlets.

Jim Simoncelli Jr. spoke with attorney Marcus Organschi and he will be sending the Litchfield Housing Authority a contract for review.

Jim Simoncelli Jr. brought up that he will be calling multiple companies about servicing the furnace at Bantam Falls. Jim Simoncelli Jr. will meet with each company and make sure that they understand what the Litchfield Housing Authority expectations are.

Financial Report:

Jim Simoncelli Jr. distributed the financial report for the month of August. Jim Simoncelli Jr. presented a transaction list by vendor report, a budget vs. actual report, and a profit and loss by class report. Motion made by Bob Miller to accept the Financial Report as presented. Motion seconded by Tom McClintock. Motion Passed.

Site Inspection:

A site inspection was not done.

Unfinished Business:

- A. Insurance / Pets / Liability
 - a. Nothing to report at this time

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B. Bantam Falls furnace contract

- a. See Bills and Communications

C. A-3 Wells Run

- a. LHA is considering including the ramps in their next grand proposal.

D. Lawyer

- a. See second paragraph under Report of the Executive Director

E. Rent Increase

- a. Motion made by Bob Miller to increase base rent at Bantam Falls from \$390 to \$420 and to increase base rent at Wells Run from \$85 to \$100 in a efficiency unit and from \$115 to \$130 in a one bedroom unit effective January 1st 2014 as seen in the 2014 Management Plan. Motion seconded by Tom McClintock. One commissioner abstained. Motion Passed.

F. LHA Policies and Procedures

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

G. Update Rules

- a. Nothing to report at this time

H. 2014 Management Plan

- a. Jim Simoncelli Jr. will submit to CHFA

I. Energy Audit

- a. Nothing to Report at this time

J. 2014 Audit

- a. Nothing to report at this time

K. Water Softener

- a. Tabled unit next meeting

L. Maintenance Supply Company

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- a. Tabled until next meeting

New Business

A. Selling of Kitchen Exhaust Fan

- a. Tabled until next meeting

B. LHA Line of Credit

- a. Tabled until next meeting

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Sandra Becker.
Motion passed.

Meeting adjourned at 3:48 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority