

Tuesday, September 8, 2015

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING SEPTEMBER 8, 2015 BANTAM FALLS

Called to order at 1:02 PM by Vice - Chairperson Barbara Spring

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

Commissioners absent: Sandra Becker

Residents present: Jean Adams (unit #7), Les Bellmay (unit #2)

Minutes:

Motion made by Bob Miller to accept the minutes from August 26, 2015. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Jean Adams stated that she has been a resident of Bantam Falls for almost a year and that she is very happy and fortunate to be living at Bantam Falls.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. reported that he spoke with Nancy Wagner from Wagner & Associates regarding the bidding process of the roof at Bantam Falls. The following dates should be noted;
 - i. September 15, 2015 – bid information will be advertised
 - ii. September 22, 2015 – Pre-Bid meeting held at Bantam Falls Community Room
 - iii. October 13, 2015 – Bid opening at the Litchfield Town Hall

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2. Jim Simoncelli Jr. stated that the Litchfield Housing Authority picked Kuegler Associates as the Mechanical Engineer to create plans and specs for the heating system at Bantam Falls. The plans and specs should be completed within two weeks.

B. Other

1. Jim Simoncelli Jr. stated that he will be following up with Barry Construction regarding the sidewalk work at Wells Run to get a date on the calendar when the project can get started.

Report of Executive Director:

Jim Simoncelli Jr. reported that Unit B3 at Wells Run has been rented and that unit D1 at Wells Run will be rented as of October 1, 2015.

Jim Simoncelli Jr. reported that a resident at Bantam Falls has a crack in their tub/shower and that the recommendation from multiple plumbers is that the entire unit needs to be replaced. Commissioner Tom McClintock suggested looking into a company that repairs fiberglass tubs. Jim Jr. will look into finding a company that repairs fiberglass and analyze the repairs cost.

Jim Simoncelli Jr. reported that the generator at Bantam Falls was inspected with no mechanical issues. During the inspection it was noted that the fill line had come disconnected from the generator. Scoville Plumbing and Heating will repair the issue.

Jim Simoncelli Jr. reported that New Opportunities reached out to him regarding a new program called Weatherization + Health Injury Prevention Pilot Program. One unit at Wells Run will be participating in this program. At the current time it is only a Pilot Program and only one unit will be able to be completed.

Financial Report:

Jim Simoncelli Jr. distributed that following reports as part of the Financial Report for August 2015; Transaction list by Vendor, Statement of Bank Balances, and Statement of Cash Flows. Motion made by Tom McClintock to accept the Financial Report for August 2015 as presented. Motion seconded by Cheryl Stoughton. Motion passed.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Jim Jr. will draft an outline based on the discussion for the next meeting.
2. Lease – Jim Simoncelli Jr. stated that he will have the second draft of the Litchfield Housing Authority Lease submitted to him by Marcus Organschi for commissioner review.

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3. Rules and Regulations – Nothing to report at this time.
4. Smoking Policy – Nothing to report at this time.
5. Tenant Handbook – Nothing to report at this time.
6. Mission Statement – Nothing to report at this time.
7. Policy Violation Fee – Nothing to report at this time.

B. Facility Plans

1. Nothing to report at this time.

C. CONN-NAHRO Yearly Convention

1. Jim Simoncelli Jr. attended the following workshops and reported on each;

- i. Fair Housing Regulatory Changes

1. The State of Connecticut is looking at revising the Fair Housing rules and regulations so during this workshop there was a discussion between many Executive Directors and the DOH (Department of Housing) panel regarding which Fair Housing Rules are most important and how they might be able to be changed.

- ii. Energy Efficiency Improvements

1. During this workshop energy efficiency measures were discussed from making simple light bulb changes to analyzing properties with in depth energy audits.

- iii. Commissioner Training on Commissioners Responsibilities

1. During this workshop the speaker discussed what the role and responsibilities of a commissioner are and how they differ from the role of the Executive Director.

- iv. Winter Weather Advisory – Preparing Your Agency

1. During this workshop a representative from HAIG (Housing Authority Insurance Group) discussed the best ways to prepare properties for the winter weather.

- v. Discussion on Budget Changes for State Portfolio

1. During this workshop the panel discussed the changes that are being made to the accounting reporting for the state portfolio. A model form was presented and housing authorities had the option of participating in a beta text for the new model before all housing authorities are required to use this format.

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vi. Housing Authority Roundtable Discussion

1. During this workshop housing authorities brought up any items that they wanted feedback on from the panel or from other housing authorities.

New Business:

Tabled Items:

A. Bantam Falls Back Gardens (Wamogo Program)

B. CT Green Bank (Wells Run)

C. Steam Clean Bantam Falls Carpet

- a. Jim Simoncelli Jr. will organize a steam cleaning in October 2015.

Motion made by Bob Miller to adjourn meeting. Motion seconded by Cheryl Stoughton. Motion passed. Meeting adjourned at 3:04 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority