

Friday, November 15, 2013

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING NOVEMBER 15, 2013 BANTAM FALLS

Called to order at 2:30 by Chairperson Sandra Becker

Commissioners present: Barbara Spring, Sandra Becker, Cheryl Stoughton (tenant representative), Bob Miller, Tom McClintock, Executive Director Jim Simoncelli Jr., George Lent (maintenance worker at Bantam Falls)

**Minutes:**

Corrections to minutes from Regular Meeting on October 22, 2013; in the fifth paragraph under Maintenance Report; Bantam Falls should read Wells Run.

Motion made by Bob Miller to accept minutes as amended from Regular Meeting on October 22, 2013. Motion seconded by Barbara Spring, Motion Passed.

Motion made by Barbara Spring to accept minutes from Special Meeting on November 6, 2013. Motion seconded by Cheryl Stoughton, Motion Passed.

**Maintenance Report:**

George Lent reported that there is no heat in the work room on the 1<sup>st</sup> floor at Bantam Falls and he has been setting up a fan to draw heat from the hallway into the work room.

George Lent brought up concern that the doors to the outside need windows so that people coming and going can see who is on the other side of the door. George is worried about the safety of the residents.

George Lent has started a garbage pickup on Mondays and Tuesdays. The 1<sup>st</sup> floor garbage pickup is on Mondays between 9am-10am and the 2<sup>nd</sup> floor garbage pickup is on Tuesdays between 9am-10am.

George Lent will research the cost of a half sink or floor sink for the utility room on the 1<sup>st</sup> floor at Bantam Falls.

George Lent brought up concern that that toilet paper is being taken from 1<sup>st</sup> floor bathrooms. George will install secure dual toilet paper holder in each bathroom.

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George Lent and Jim Simoncelli Jr. will work together to create a list of electrical parts for stock.

George Lent would like to purchase a cart to store tools on and bring from job to job. George will use the cart for a portable work station. George will report to Jim Simoncelli Jr. with different options of a cart.

George Lent will get reimbursed for trips to True Value that occurred before Board of Commissioners voted that travel will be reimbursed. George Lent will receive a check for \$17.00.

### **Tenant Commissioner Report:**

Cheryl Stoughton brought up concern from the tenants that the driveway has many potholes in it. Jim Simoncelli Jr. will talk with Universal Maintenance about filling the potholes.

Cheryl Stoughton brought up request from residents to ask if they and a few friends could gather in the community room to play instruments. The Board of Commissioners see no problem in allowing this group to gather periodically to play instruments at Bantam Falls.

### **Bills and Communications**

Jim Simoncelli Jr. received a letter from Attorney Renzullo in regards to a resident at Wells Run. Jim Simoncelli Jr. has sent this letter to the Litchfield Housing Authority's attorney and will draft a response letter for LHA's attorney's review.

### **Private Grants:**

Nothing to report at this time.

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

Jim Simoncelli Jr. reported that he and Chairperson Sandra Becker attended a meeting with CHFA about the LHA proposed rent increases. Jim reported that the meeting was very positive and CHFA is in full support of the direction that the Litchfield Housing Authority is headed. Listed below are the 3 rent increased that Jim Simoncelli Jr., Sandra Becker, and CHFA have agreed upon in the New Year.

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Motion made by Bob Miller to increase Base Rent to \$405 to all residents at Bantam Falls that currently pay over 40% of the adjusted monthly income to rent. This is an increase of \$15. This rent increase will be effective January 1, 2013. Motion seconded by Tom McClintock. One commissioner abstained. Motion Passed.

Motion made by Barbara Spring to increase Base Rent to \$420 to all residents at Bantam Falls that currently pay under 40% of the adjusted monthly income to rent. This is an increase of \$30. This rent increase will be effective January 1, 2013. Motion seconded by Tom McClintock. One commissioner abstained. Motion Passed.

Motion made by Barbara Spring to increase base rent at Bantam Falls to \$450. All current residents will be grandfathered in to their current rates after the two above increase. Therefore, making the increase of Base Rent to \$450, affect only new residents. This rent increase will be effective March 1, 2013. Motion seconded by Barbara Spring. One commissioner abstained. Motion passed.

Jim Simoncelli will send residents at Bantam Falls a notice stating the about three rent increases that will include their new rent amount.

Jim Simoncelli Jr. received a request from resident in unit #9 at Bantam Falls that asked if she could purchase her own refrigerator for her apartment. The refrigerator will remain in the unit if and when she moves out and the current refrigerator will be put in storage.

Jim Simoncelli Jr. reported that he sent all residents at Bantam Falls a notice about the proper way to park in anticipation of a snow storm.

Jim Simoncelli Jr. distributed an up to date vendor list to all of the commissioners.

Jim Simoncelli Jr. reported that the tractor at Wells Run has 1100 hours on it and that it will need replacing soon. Jim will get different quotes on tractor options.

### **Financial Report:**

Jim Simoncelli Jr. presented and distributed the following reports to the LHA Commissioners; Transaction list by vendor for October, Budget vs. Actual through October, Profit & Loss by class through October, and a Statement of Cashflow.

Motion made by Tom McClintock to accept Financial Report as presented. Motion seconded by Bob Miller, motion passed.

Jim Simoncelli Jr. reported that the Litchfield Housing Authority's accountant Gwen Burgess from Accounting & More LLC will be coming to our Regular Meeting on December 10, 2013.

**Site Inspection:**

A site inspection was not conducted.

**Unfinished Business: associated**

A. Insurance / Pets / Liability

- a. Tabled until next meeting.

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. Rent Increase

- a. See Report of Executive Director

D. LHA Policies and Procedures

- a. Jim Simoncelli Jr. and the Board of Commissioners will complete the pet policy and smoking policy before January 1, 2013.

E. 2014 Management Plan

- a. Jim Simoncelli Jr. will be submitting a revised copy of the 2014 Management Plan to CHFA.

F. Energy Audit

- a. Tom McClintock reported that New Opportunities came to four units at Bantam Falls to complete weatherization of those units. The following was completed in each unit; blower door test, weather stripping on front and back door, caulking of window, caulking around A/C unit, and all bulbs changed to CLF bulbs. Tom McClintock and Jim Simoncelli Jr. are extremely pleased with the work that was completed and are happy to report that the remaining units will be weatherized by New Opportunities in the upcoming weeks. Jim Simoncelli Jr. will contact Dana Forrester from CL&P to set up a schedule of when they will be in to complete the work in the remaining units.

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- b. Bob Miller distributed lighting report that was conducted at Bantam Falls for Board review. Tom McClintock will ask CL&P if LED bulbs will fit into the New Opportunities plan for Bantam Falls.

G. 2014 Audit

- a. Nothing to report at this time.

H. Maintenance Supply Company

- a. Jim Simoncelli Jr. reported that he has placed an order of supplies with Torrington Supply and the shipment came in already.

I. LHA Line of Credit

- a. Jim Simoncelli Jr. has submitted all paperwork to Union Saving Bank.

**New Business:**

A. B3 at Wells Run

- a. See report of Executive Director

B. Tax map at Bantam Falls

- a. Tom McClintock reported that the swamp behind Bantam Falls is owned by a resident that lives on Maple Street and the Dam is owned by another resident on Maple Street.

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

Meeting adjourned at 4:26 PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority