

Tuesday, November 26, 2013

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING NOVEMBER 26, 2013 WELLS RUN

Called to order at 1:12 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 the minutes from regular meeting on 11/12/2013:

Under maintenance report; second paragraph, first sentence should read, George Lent brought up a concern that the door to the outside dumpster needs windows, so that people coming and going can see who is on the other side of the door. Second page: Under report of the Executive Director, the first sentence should read, Jim Simoncelli, Jr. reported that Chairperson Sandra Becker and I attended a meeting with CHFA about the LHA proposed rent increases. Third sentence should read: Listed below are the three rent increases that Jim Simoncelli, Jr., Sandra Becker and CHFA have agreed upon in the New Year. Third page: First paragraph, third sentence: the date should be January 1st, 2014, not 2013. Second paragraph, third sentence: The date should be January 1st, 2014, not 2013. Third paragraph, fourth sentence: The date should be March 1st, 2014, not 2013. Fourth page: Under unfinished business, Part D, LHA policies A: The date should be January 1st, 2014, not 2013.

Motion made to accept the minutes as amended by Tom McClintock, seconded by Barbara Spring. The motion passes unanimously.

Maintenance Report:

Jim Simoncelli Jr. reported that all of the A/C covers at Wells Run have been put on.

Jim Simoncelli reported that Jim Simoncelli has completed unit G1 at Wells Run and it is ready to be rented.

Tuesday, November 26, 2013

Tenant Commissioner Report:

Cheryl Stoughton (tenant rep) brought up snow removal by George Lent (Maintenance Worker at Bantam Falls): By the exit doors, sand and salt buckets will be provided. Shoveling will be done by George as soon as he arrives for work at 9:00 am.

Cheryl also commented the George not be allowed to remove snow off of the residents cars, due to LHA's liability.

Bills and Communications:

Nothing to report at this time.

Private Grants:

Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. reported that there is one unit vacant at Wells Run and he will be going through applications with Chairperson Sandra Becker and start calling potential residents later in the week.

Jim Simoncelli Jr. reported that he met with Scoville Plumbing and Johnson Control about the furnace controls. Johnson will need to come back after studying the wiring diagram. Tom McClintock made motion to have Scoville service the furnace at Bantam Falls and to have Johnson Controls as a back-up to Scoville. Motion Seconded by Barbara Spring. Motion passed.

Motion made by Tom McClintock to have Jim Simoncelli Jr. research the different options of remote access for the furnace control panel. Motion seconded by Cheryl Stoughton. Motion Passed.

Financial Report:

Nothing to report at this time.

Site Inspection:

The LHA Board of Commissioners conducted a site inspection and went into unit G1. LHA commissioners thought Jim Simoncelli did a great job cleaning and painting the unit to get it ready for occupancy.

Unfinished Business:

A. Insurance / Pets / Liability

- a. Tabled until next meeting.

B. Bantam Falls furnace contract

- a. See report of the Executive Director

C. Rent Increase

- a. Jim Simoncelli Jr. will distribute the rent increase notice to all Bantam Falls residents. The notice will include the new rent amount for those residents that have an increased rent.

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 via email and a signed copy via USPS.

F. Energy Audit

- a. Nothing to report at this time

G. 2014 Audit

- a. Nothing to report at this time.

H. LHA Line of Credit

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

I. B3 at Wells Run

Tuesday, November 26, 2013

- a. Nothing to report at this time

New Business:

A. Drainage at Bantam Falls

- a. Nothing to report at this time.

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

Meeting adjourned at 2:51 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority