

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING SEPTEMBER 26, 2017 WELLS RUN

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenant's present: Carolann Winegar (Unit G2).

Minutes:

Corrections to minutes from Regular Meeting on September 12, 2017.

The following motion was omitted; motion to accept the report of the Semi-Annual Affidavit for Financial Statements for the period ending June 30, 2017 by Tom McClintock. Motion was seconded by Barbara Spring. Motion passed.

Motion made by Barbara Spring to accept the minutes from September 12, 2017 as amended. Motion seconded by Tom McClintock. Motion passed.

Election of Officers:

Barbara Spring cast one vote for new slate of officers to remain the same as the past year. Motion seconded by Tom McClintock. Motion passed. The officers are as follows; Chairperson Sandra Becker, Vice-Chair Barbara Spring, Treasurer Bob Miller, Assistant Treasurer Tom McClintock and Secretary Ruth Torizzo.

Tenant Comments/Questions:

Carolann Winegard mentioned that she was very pleased with the work that was performed in her unit. She also had questions on the unit transfer policy of which Jim Simoncelli Jr. will present the procedure to her in writing.

Tenant Commissioner Report:

Ruth Torizzo stated that the seminar at Bantam Falls from the Visiting Nurses Association was very informative and 12 people were in attendance.

Ruth Torizzo also mentioned that she will be looking for programs to fill the remaining months of this year.

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

- A. Small Cities Grant – Jim Simoncelli Jr. stated that the dedication ceremony will be held at Bantam Falls October 26, 2017 at 11:00 am. Maintenance work on the grounds will be performed prior to the ceremony.
- B. Seherr-Thoss Grant –
 - 1. Jim Simoncelli Jr. met with architect Clifford Cooper regarding the roofing project at Wells Run. Clifford Cooper presented a scope of work, and his professional cost estimate for the project.
 - 2. Jim Simoncelli Jr. explained the bidding process in detail and application procedure from Seherr-Thoss regarding funding for the roofing project at Wells Run.
- C. Critical Needs - Nothing to report at this time.
- D. Other

Report of Executive Director:

Jim Simoncelli Jr. stated that Unit C2 at Wells Run is rented for October and vacant units H3 and H4 are currently being renovated.

Jim Simoncelli Jr. stated that he and Administrative Assistant Beth Graziani will be distributing a ‘Commissioner Packet’ to commissioners prior to each meeting.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

Motion made by Tom McClintock to investigate additional tree removal behind building G at Wells Run. Motion seconded by Bob Miller. Motion passed.

Unfinished Business:

A. LHA Policies and Procedures

1. Tenant Handbook – Nothing to report at this time.
2. Mission Statement – Nothing to report at this time.
3. Policy Violation Fee – Nothing to report at this time.
4. Unit Modification Policy – Nothing to report at this time.
5. Commissioner Book – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Jim Simoncelli Jr. will be looking into finding a contractor for the rekeying project at Bantam Falls.
2. Security System – Nothing to report at this time.

C. Shed at Well Run

Nothing to report at this time.

D. Paint Hallways at Bantam Falls

Nothing to report at this time.

New Business:

The Litchfield Housing Authority will look into rental deposits as we move into the new year.

Tabled Items:

Executive Session:

A. Pending Litigation

- a. Motion made by Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session was entered at 2:14 PM.

- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 2:39 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Bob Miller. Motion passed. Meeting adjourned at 2:45 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority