

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING NOVEMBER 14, 2017 BANTAM FALLS

Called to order at 1:04 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.

Tenants present: Jean Adams (Unit 7) and Peggy Isley (Unit 21)

Minutes:

Corrections to minutes from Regular Meeting on October 24, 2017.

On the second page under “Financial Report”, after the word “reports”, a colon should be replaced with a semi-colon, and on the third page under “Executive Session” the word “To” should be replaced with the word “Tom”.

Motion made by Barbara Spring to accept the minutes from October 24, 2017 as amended. Motion seconded by Bob Miller. Motion passed.

2018 Meeting Calendar:

Sandra Becker presented the 2018 Board Meeting Calendar. Motion made by Barbara Spring to accept the 2018 Board Meeting Calendar as presented. Bob Miller seconded the motion. Motion passed.

Tenant Comments/Questions:

Peggy Isley mentioned there was a large pothole before the entrance at Bantam Falls. Jim Simoncelli Jr. stated that he contacted The Litchfield Public Works Department and that the Town of Litchfield will address the pothole issue.

Tenant Commissioner Report:

Ruth Torizzo stated that the seminar at Bantam Falls on November 17, 2017 will be about general concerns regarding costs for final preparations, funerals, and burial procedures.

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

- A. Small Cities Grant – Jim Simoncelli Jr. stated that the grant was completed.
- B. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the mailboxes at Wells Run have been installed and will be in use by the end of this week.
Jim Simoncelli Jr. also mentioned that he received four bids for the roofing project at Wells Run with JHS Restoration submitting the lowest bid.
- C. Critical Needs - Nothing to report at this time.
- D. Other

Report of Executive Director:

Jim Simoncelli Jr. stated the mailboxes have been installed at Wells Run and the tenants signed the Mailbox Key Agreement form. The old mailboxes will be removed once the new ones are in use.

Jim Simoncelli Jr. mentioned that the lease addendums have been created and distributed to the tenants at both Wells Run and Bantam Falls.

Jim Simoncelli Jr. stated that 30 trees in total were removed at Wells Run.

Jim Simoncelli Jr. also mentioned that Unit D2 is currently vacant and Unit A3 will be vacant in December.

Jim Simoncelli Jr. mentioned that the Tenant Profile and Waiting List Survey have been submitted to CHFA. Both reports are due every October 31st.

Motion made by Barbara Spring to authorize the purchase of a computer for The Morris Housing Authority with the understanding that The Morris Housing Authority will reimburse the Litchfield Housing Authority. Tom McClintock seconded the motion. Motion passed.

Financial Report:

Jim Simoncelli Jr. distributed the Financial Report for October 2017 which consists of the following reports:

Statement of Cash Flows YTD October 2017, Bank Balance Statement YTD October 2017, and Transaction List by Vendor for October 2017. Motion made by Tom McClintock to accept the Financial Report for October 2017 as presented. Motion seconded by Barbara Spring. Motion passed.

Inspection of Grounds:

An inspection was not done.

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 – Nothing to report at this time.
2. Security System – Nothing to report at this time.

C. Paint Hallways at Bantam Falls - Nothing to report at this time.

D. Re-Keying Bantam Falls – Nothing to report at this time.

E. Organizing LHA Stored Files – Nothing to report at this time.

New Business:

Tabled Items:

- a. Shed at Wells Run
- b. Storage shed locks at Wells Run
- c. LHA Rental Deposits

Executive Session:

A. Pending Litigation

- a. Motion made by Tom McClintock to enter Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive Session was entered at 2:26 PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 2:50 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Bob Miller. Motion passed. Meeting adjourned at 2:57 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority