

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING OCTOBER 10, 2017 BANTAM FALLS

Called to order at 1:01 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: Jean Adams (Unit 7) and Peggy Isley (Unit 21).

**Minutes:**

Corrections to minutes from Regular Meeting on September 26, 2017.

Under Tenant Comments/Questions, the phrase "of which" should be replaced with the word "and", and the tenants name 'Winegard' should be spelled 'Winegar'.

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

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner Report:**

Ruth Torizzo stated that the seminar at Bantam Falls by the Bantam Historical Society was very informative. The lecture was about the history of Bantam, 25 people were in attendance and refreshments were served.

**Bills and Communications:**

Jim Simoncelli Jr. stated that he received two quotes from Intellibeam for security cameras for both Wells Run and Bantam Falls. Jim will be looking into getting prices for other security monitoring companies.

**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. The curbing has been repaired and maintenance work on the grounds will be performed prior to the ceremony.
- B. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the mailboxes at Wells Run will be installed by the end of October. Jim Simoncelli Jr. and architect Clifford Cooper will be completing the bid document so the roofing project at Wells Run and can go to bid.

C. Critical Needs - Nothing to report at this time.

D. Other

**Report of Executive Director:**

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

Jim Simoncelli Jr. stated that he received the Letter of Agreement from Eversource to replace the bulbs in the outside lighting fixtures to LED bulbs at Bantam Falls. Tom McClintock motioned to accept the Letter of Agreement from Eversource to replace the outside lighting at Bantam Falls. Barbara Spring sectioned the motion. Motion passed.

Jim Simoncelli Jr. also mentioned that he will be attending an Inland/Wetland meeting on October 11, 2017 in hopes of getting the permit approved for tree work around building G at Wells Run.

**Financial Report:**

Nothing to report at this time. Jim will present the September 2017 Financial Report at the next LHA Regular meeting on October 24, 2017.

**Inspection of Grounds:**

**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 – The Commissioners Book was presented to the board for preview.
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. Paint Hallways at Bantam Falls

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 2:30 PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 2:52 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Bob Miller. Motion passed. Meeting adjourned at 2:55 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority