LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JANUARY 26, 2016 WELLS RUN

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

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock, Barbara Spring, Ruth Torizzo (Tenant Representative) and Executive Director Jim Simoncelli Jr.

Commissioners absent:

Tenants present:

Minutes:

Motion made by Tom McClintock to accept the minutes from January 12, 2015. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo reported that the winter parking procedure at Bantam Falls has worked well during the few storms that we have had so far this year.

Jim Simoncelli Jr. reported on the concern from last meeting regarding the snow removal from resident cars. Jim stated that the snow removal contractor will not remove snow from residents' cars.   Motion made by Bob Miller that tenants are responsible for the snow removal from their own cars and that the Litchfield Housing Authority will not be responsible for removing snow from tenants' cars. Motion seconded by Tom McClintock. Motion passed.

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

   A. Small Cities Grant

      1. Nothing to report at this time.

   B. Seherr-Thoss Grant

      1. Deadline April 1, 2016

<u>Report of Executive Director:</u>

Jim Simoncelli Jr. stated that he spoke with Fire Marshal Rogers to discuss carbon monoxide detectors at Bantam Falls. The Fire Marshals suggestion was that after the new furnaces get installed that a carbon monoxide detector is put in the hallway outside of the furnace room.

Jim Simoncelli Jr. mention that multiple book cases were donated to Bantam Falls and he does not know where they should go. The commissioners will make a decision on the book cases at the next monthly Board Meeting.

Jim Simoncelli Jr. stated that an Administrative Assistant started in the office at Bantam Falls. The Administrative Assistant will be working on creating contractor files, updating and maintaining tenant files, filing all state and CHFA documents, etc.

Jim Simoncelli Jr. reported that he met with Building Inspector John Worthington regarding the potential upgrades to the community room at Wells Run. He suggests that we talk with a local fuel contractor to discuss different options for heat and hot water. Jim Simoncelli Jr. will meet with John Worthington to address converting the bathrooms in the community room to handicap accessible bathrooms.

<u>Financial Report:</u>

Nothing to report at this time.

<u>Inspection of Grounds:</u>

An inspection of grounds was not completed.

<u>Unfinished Business:</u>

    A. LHA Policies and Procedures

        1. Key Policy – Nothing to report at this time.

        2. Lease – Nothing to report at this time.

        3. Rules and Regulations – Commissioners discussed minor changes. Jim Simoncelli Jr. will bring a "final draft" of the Rules and Regulations to the next Board Meeting.

        4. Smoking Policy – Nothing to report at this time.

        5. Tenant Handbook – Nothing to report at this time.

        6. Mission Statement – Nothing to report at this time.

       7. Policy Violation Fee – Nothing to report at this time.

B. LHA Security

       1. Nothing to report at this time.

C. Resident Service Coordinator

       1. Jim Simoncelli Jr. stated that the RSC position will be starting at the Morris Housing Authority at the end of January and Jim Jr. will report on what the program consists of.

New Business:

A. Rent Increase at Wells Run

       a. Jim Simoncelli Jr. stated that he will be starting the rent increase process.

Tabled Items:

A. Bantam Falls Back Gardens (Wamogo Program)

B. CT Green Bank (Wells Run)

C. Steam Clean Bantam Falls Carpet

D. LHA Tag Sale (Spring 2016)

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:27 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority