

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING OCTOBER 24, 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.

Tenants present: No tenants were in attendance.

Minutes:

Corrections to minutes from Regular Meeting on October 10, 2017.

On the first page in the fourth line, the word “Tenant’s” should be replaced with “Tenants”.

Motion made by Barbara Spring to accept the minutes from October 10, 2017 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

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 dedication ceremony will be held at Bantam Falls October 26, 2017 at 11:00 am.

- B. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the mailboxes at Wells Run will be installed starting October 25, 2017.
Jim Simoncelli Jr. and architect Clifford Cooper met with contactors who will be bidding on the roofing project during the walkthrough at Wells Run which will begin in the spring of 2018.

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

D. Other

Report of Executive Director:

Jim Simoncelli Jr. mentioned that the tree work around unit G at Wells Run will begin early November 2017.

Jim Simoncelli Jr. stated that unit H4 at Wells Run has been rented as of November 1, 2017.

Financial Report:

Jim Simoncelli Jr. distributed the Financial Report for September 2017 which consists of the reports; Statement of Cash Flows YTD September 2017, Bank Balance Statement YTD September 2017, and Transaction List by Vendor for September 2017. Motion made by Barbara Spring to accept the Financial Report for September 2017 as presented. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. presented and explained in detail the 2018 Management Plan to the Board. Motion made by Barbara Spring to accept the 2018 Management Plan. Tom McClintock seconded the motion. 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. E-Organizing LHA Stored Files – Nothing to report at this time.

New Business:

- a. Trees G Building – Jim Simoncelli Jr. stated that tree work around unit G at Wells Run will begin early November 2017.
- b. Outside Lighting at Bantam Falls – Jim Simoncelli Jr. mentioned that the outside lighting LED conversion project at Bantam Falls will begin early November 2017.

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 Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session was entered at 2:13 PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 2:26 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Bob Miller. Motion passed. Meeting adjourned at 2:35 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority