

Tuesday, November 11, 2014

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING NOVEMBER 22, 2014 BANTAM FALLS

Called to order at 1:02 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Robert Miller, Tom McClintock, Cheryl Stoughton (tenant representative), and Executive Director Jim Simoncelli Jr.

Commissioners absent: Barbara Spring (arrived at 2:02 PM)

Tenants present: Ruth Torizzo (unit #13), Mickey Crow (unit #12), Peggy Isely (unit #29), and Jean Adams (unit #7)

**Minutes:**

Corrections to the minutes from October 28, 2014; the date on the heading of each page should read “October 28<sup>th</sup>, 2014” not “October 14<sup>th</sup>, 2014”.

On page two in the third line of the third paragraph under Bills and Communications “Norm McCkenna” should read “Norm McKenna”.

On page two in the second line under Private Grants, “Thomaston Saving Bank grand” should read “Thomaston Savings Bank grants”.

Motion made by Bob Miller to accept the minutes from the Regular Meeting on October 28, 2014 as amended. Motion seconded by Cheryl Stoughton. Motion passed.

**Resident Concerns:**

Mickey Crow from unit #12 at Bantam Falls brought up a concern regarding the smell coming from the theater room. Jim Simoncelli Jr. stated that Servpro will be addressing the smell tomorrow (November 12, 2014).

Jean Adams from unit #7 at Bantam Falls brought up a concern regarding the noise level of other residents’ televisions at night and in the early morning. Jim Simoncelli Jr. stated that he will send out a notice to all resident of Bantam Falls reminding them to be considerate to other residents when watching television late at night or early in the morning.

Peggy Isely brought up a concern regarding another resident that has trouble cooking and continuously set off the smoke detector in her unit. Jim Simoncelli Jr. stated that he will be implementing a plan as soon as possible.

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Mickey Crow from unit #12 at Bantam Falls ask the Commissioners if it would be possible to have exercise equipment in the upstairs Craft Room. Chairperson Sandra Becker responded by stating that the LHA has checked with their insurance company and they have told us that it would put too much liability on the Housing Authority. Therefore the LHA does not allow exercise equipment in common areas.

**Tenant Commissioner Report:**

Nothing to report at this time.

**Bills and Communications:**

Jim Simoncelli Jr. stated that Sandra Becker signed the letter of agreement with New Opportunities who will be completing weatherization at Bantam Falls. Jim Jr. also mentioned that he has not heard of a start date yet.

**Private Grants:**

Jim Simoncelli Jr. stated that he has completed the Thank You to the Seherr-Thosss Foundation for the grant money received for new appliances and two new handicapped ramps at Wells Run. Included in the thank you is a thank you letter, invoices and cancelled checks.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that of the personal belongings and garbage has been removed from unit D2 at Wells Run and that Servpro has begun the rip out of the unit. Jim Jr. stated that there is a lot of work that needs to be done by Servpro, Restoration Management (contractor re-building the unit), and Bantam Electric. Motion made by Bob Miller to have Jim Simoncelli Jr. organize all contactors in regards to unit D2 at Wells Run. Motion seconded by Cheryl Stoughton. Motion passed.

Jim Simoncelli Jr. stated that Richard King, maintenance worker at Bantam Falls, has been installing the new LED light bulbs though out Bantam Falls. He replaced the bulbs in the community room, theater room, sitting rooms, and stairwells.

Jim Simoncelli Jr. stated that multiple residents would like to have their living room fixture changed at their expense. Jim Simoncelli Jr. has approved the light replacements and will have them done as soon as possible.

Bob Miller reported information regarding putting speed bumps at Bantam Falls. He stated that it would be very hard to install and maintain speed bumps at Bantam Falls. Jim Simoncelli Jr. stated that he spoke with a traffic expert from UCONN and he stated that the Litchfield Housing Authority should research Speed Calming.

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Bob Miller presented information on speed signs for Bantam Falls. Bob handed out different pictures of signs that could be used at Bantam Falls. Motion made by Bob Miller to put up speed signs at Bantam Falls. Motion seconded by Tom McClintock. Motion Passed.

Jim Simoncelli Jr. handed out the 2015 meeting schedule to all commissioners. The first meeting of each month will be on the second Tuesday of each month and the second meeting of each month will be on the fourth Tuesday of each month. There will only be one meeting in December. Motion made by Bob Miller to approve the 2015 meeting schedule. Motion seconded by Tom McClintock. Motion passed.

### **Financial Report:**

Jim Simoncelli Jr. handed out the following reports as part of the October Financial Report; Statement of Cash Flows, Statement of Bank Balances, and Transaction List by Vendor.

Jim Simoncelli Jr. handed out the following reports as part of the 3<sup>rd</sup> Quarter Financial Report submitted to CHFA; Profit and Loss by Class and the 3<sup>rd</sup> Quarter Report which includes a Balance Sheet, Operating Statement, and an Analysis of Retained Earnings.

Motion made by Bob Miller to accept both the October Financial Statements and 3<sup>rd</sup> Quarter Report as presented. Motion seconded by Tom McClintock. Motion passed.

### **Inspection of Grounds:**

Jim Simoncelli Jr. stated that he will meet with Towne and Aurell and stake off the property.

### **Unfinished Business:**

#### A. LHA Website

- a. Bob Miller reported information about wix.com and web.com and stated at the current time it is not feasible for the Litchfield Housing Authority to get a website. Motion made by Bob Miller to table the LHA website indefinitely. Motion seconded by Cheryl Stoughton. Motion passed.

#### B. Solar Panels at Bantam Falls

- a. Nothing to report at this time.

#### C. Yearly Inspections of Bantam Falls and Wells Run

- a. Jim Simoncelli Jr. reported that he and Tom McClintock have started inspections of Bantam Falls and will be continuing next week.

#### D. LHA Policies and Procedures

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- a. Key Policy – Nothing to report at this time
  - b. Lease – Nothing to report at this time
  - c. Rules and Regulations – Nothing to report at this time
- E. Window Film
- a. Tom McClintock is in the process of getting window film samples.
- F. Rent Increase
- a. Jim Simoncelli Jr. reported that he has not heard from CHFA regarding the rent increase.

**New Business:**

- A. Satellites at Wells Run
- a. Bob Miller made motion to have dish TV investigate whether or not a dish could have a signal at Wells Run. Motion seconded by Tom McClintock. Motion passed.

Bob Miller brought up a senior outreach program through the local library. Bob will be putting a survey under residents' doors at Bantam Falls to see if they will be interested in the program.

**Tabled Items:**

No tabled items at this time.

Motion made by Bob Miller to enter Executive Session to discuss a resident matter. Motion seconded by Tom McClintock. Motion passed. Executive session was entered at 2:50 PM.

Motion made by Tom McClintock to exit Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive Session was exited at 3:09.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:10PM.

Respectfully Submitted,  
Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority