

Tuesday, November 25, 2014

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING NOVEMBER 25, 2014 WELLS RUN

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

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

Commissioners absent: Robert Miller

Minutes:

Corrections to the minutes from November 11, 2014; the date on the heading should read “November 11th, 2014” not “November 22nd, 2014”.

On the first page in the third line of the second paragraph under Resident Concerns “notice to all resident” should read “notice to all residents”.

On page two in the third line of the third paragraph under Report of Executive Director, “living room fixtures” should be replaced with “living room light fixtures”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on October 28, 2014 as amended. Motion seconded by Tom McClintock. Motion passed.

Resident Concerns:

No residents were at the meeting.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that New Opportunities will be starting their weatherization process at Bantam Falls on December 17, 2014. Jim Jr. will notify all residents at least a week in advance of the work.

Jim Simoncelli Jr. stated that he will be sending holiday cards to individuals and businesses that have impacted the accomplishments of the Litchfield Housing Authority during 2014.

Sandra Becker stated that the Litchfield Town Hall contacted her regarding the next small cities grant. Jim Simoncelli Jr. and Sandra Becker will put together a list of projects based on need to submit to the town.

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Private Grants:

Jim Simoncelli Jr. stated that he has mailed 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 the speed limit and other signage will be put up at Bantam Falls in the spring of 2015.

Jim Simoncelli Jr. stated that Sandra Becker and Barbara Spring have picked out carpet to be installed in the two vacant units at Wells Run. Jim Simoncelli Jr. will call Weigold Flooring when the units are ready for carpet install.

Jim Simoncelli Jr. mentioned that as the Winter approached the work at Wells Run becomes extremely hard. Jim Jr. believes that the Thomas Simoncelli's wage should reflect the work he will be doing. Motion made by Tom McClintock to increase Tom Simoncelli's wage to \$12.00 per hour effective November 25, 2014. Motion seconded by Cheryl Stoughton. Motion passed.

Jim Simoncelli Jr. stated that the insurance adjuster assigned to review the water damage of unit D2 at wells run underestimated that project by \$5786.83. The Litchfield Housing Authority will receive a check, via mail, of the above amount.

Jim Simoncelli Jr. mentioned that there is still a "musty" smell in the media room at Bantam Falls. Motion made by Tom McClintock to table the smell issue in the media room unit spring. Motion seconded by Barbara Spring. Motion passed.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

A site inspection was not done.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. Tom McClintock reported that he has received an email from CHFA's Marcus Smith regarding solar panels. In the email it states an anticipated timeline from initial site visit to finalizing documentation. Tom McClintock will keep the Litchfield Housing Authority up to date on the progression of the project.

B. Yearly Inspections of Bantam Falls and Wells Run

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- a. Jim Simoncelli Jr. reported that he and Tom McClintock have completed inspections of Bantam Falls and will be starting Wells Run next week.

C. LHA Policies and Procedures

- 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

D. Window Film

- a. Nothing to report at this time.

E. Rent Increase

- a. Jim Simoncelli Jr. reported that CHFA has approved the majority of the submitted base rent increase. Jim Simoncelli Jr. will distribute a notice to all residents regarding the approved base rent increase and speak with each resident that is affected by the increase. The approved base rent increase will be effective January 1, 2015.

F. Satellites at Wells Run

- a. Nothing to report at this time.

New Business:

A. Toilets at BF and WR

- a. Jim Simoncelli Jr. will list “new toilets” on the grant project list that the LHA will be submitting to the Town of Litchfield.

Sandra Becker stated that the Litchfield Housing Authority will have a lunch for its Commissioners and employees at Jackie’s restaurant in Bantam on Tuesday December 9, 2014 at 11:30AM. Following the lunch will be the last LHA Board meeting of 2014 at Bantam Falls at 1PM.

Tabled Items:

No tabled items at this time.

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

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