

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING NOVEMBER 28, 2017 WELLS RUN

Called to order at 1:05 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Commissioners absent: Bob Miller

Tenants present: Jonathan Jablonowski (Unit C2)

Minutes:

Motion made by Tom McClintock to accept the minutes from November 14, 2017 as presented. 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 on November 17, 2017 regarding costs for final preparations, funerals, and burial procedures was very informative and 25 tenants were in attendance.

Ruth Torizzo also mentioned that the Holiday Party at Bantam Falls and Wells Run, provided by the Salvation Army, has been approved and will be held December 13th at Wells Run and December 20th at Bantam Falls.

Bills and Communications:

Sandra Becker mentioned that the commissioners lunch will be held December 12th at 11:30 prior to the LHA Board Meeting.

Private Grants / Fundraising:

- A. Small Cities Grant – Jim Simoncelli Jr. stated that the grant has been completed.
- B. Seherr-Thoss Grant – Jim Simoncelli Jr stated that he submitted the revised budget December 16, 2017 which consisted of the two lowest bids.
- C. Critical Needs - Nothing to report at this time.
- D. Other

Report of Executive Director:

Jim Simoncelli Jr. stated he will be getting a quote for the rekeying of the storage rooms and the laundry room at Wells Run along with a quote for the rekeying of all the units at Bantam Falls.

Jim Simoncelli Jr. mentioned that most of the lease addendums from the tenants at both Wells Run and Bantam Falls have been completed and returned.

Jim Simoncelli Jr. stated Unit D2 at Wells Run is rented as of December 15, 2017.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

Inspection of grounds at Wells Run consisted of: inspection of new mailboxes, the removal of trees behind G Building and the completion of the outside fall clean-up

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 – The hallway on the side by the boiler room at Bantam Falls will be painted starting December 4, 2017.

- D. Re-Keying Bantam Falls – Nothing to report at this time.
- E. Organizing LHA Stored Files – Nothing to report at this time.
- F. Trees G Building at Wells Run – 30 trees at Wells Run have been removed.
- G. Outside Lighting at Bantam Falls – The LED Conversion Project at Bantam Falls is almost complete. The post lights have all been changed and the bollard lights will be finished within the week.

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 2:09 PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 2:31 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:32 PM.

Respectfully submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority