

Tuesday, December 9, 2014

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING DECEMBER 9, 2014 BANTAM FALLS

Called to order at 1:03 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Tom McClintock, Robert Miller, and Executive Director Jim Simoncelli Jr.

Commissioners absent: Cheryl Stoughton (tenant representative)

Tenants present: Jean Adams Unit #7

**Minutes:**

Corrections to the minutes from November 25, 2014;

On the second page in the first line of the third paragraph under Report of Executive Director “Winter” should not be capitalized and read “winter”.

On page two in the second line of the fifth paragraph under Report of Executive Director, “media room unit spring” should be replaced with “media room until spring”.

On page three in the third line of the first paragraph under Rent Increase “each resident that is affected” should be replaced with “each resident who is affected”.

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. One commissioner abstained.

**Resident Concerns:**

A resident brought up a concern that televisions are still being played very loud early in the morning and late at night. Jim Simoncelli Jr. stated that he will speak with individual residents regarding this issue.

**Tenant Commissioner Report:**

Tenant Commissioner was not present at the meeting.

**Bills and Communications:**

Richard King stated that Bantam Falls is a very positive work place and that he is very proud of all of the work he has done in the past year. Barbara Spring stated that the Litchfield Housing Authority is very lucky to have him and that he has done a great job.

Tuesday, December 9, 2014

Jim Simoncelli Jr. stated that the CHFA Capital Improvement Fund is no longer distributing funds because there are no more funds available.

**Private Grants:**

Jim Simoncelli Jr. stated that Sandra Becker and he will be meeting with the professional grant writer on Monday, December 15, 2014 in hopes of obtaining a small cities grant.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that it has been brought to his attention that residents at Bantam Falls would like to remove certain doors inside their apartments in order to have furniture fit better within the units. Motion made by Tom McClintock that all doors within each apartment need to stay attached to the door frame. Doors can not be removed. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. stated that he is continuing the remodel of unit D2 at Wells Run. The following contractors still need to complete work inside the unit; Bantam Electric, Servpro, Litchfield Plumbing, and Wiegold flooring. Jim Simoncelli Jr. will schedule the remaining work.

Jim Simoncelli Jr. reported that the amount of keys that have been distributed to residents and contractors at Bantam Falls is a problem. Jim Simoncelli Jr. stated that he believes that all units and outside doors should be re-keyed in order to control who has keys to Bantam Falls. Motion made by Bob Miller to re-key all units, outside doors, and all other necessary doors at Bantam Falls early in 2015. The work will be completed by Carl's True Value out of Torrington. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. distributed a Key Log Book to all commissioners. Jim Jr. stated that the Key Log Book will be used to sign keys out and back in a temporary and permanent basis.

Jim Simoncelli Jr. stated that now that the waiting list for Bantam Falls is open the LHA needs to determine when the lottery drawing will happen. The lottery drawing will establish the order of applicants on the waiting list. Motion made by Tom McClintock to have the first drawing on January 15, 2015, the second drawing on February 27, 2015, and each drawing after that on the last business day of each month if the Litchfield Housing Authority has more than one application. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. stated that Tom McClintock and he will be finishing Inspection on Friday December 12, 2014.

**Financial Report:**

Tabled until January 2015.

**Inspection of Grounds:**

Two commissioners and the Executive Director inspected the craft room upstairs at Bantam Falls and witness two residents working on paintings. The room appeared very neat.

**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

- a. Jim Simoncelli Jr. reported that he and Tom McClintock have inspections planned for Friday December 12, 2014 at Wells Run.

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. Nothing to report at this time.

F. Satellites at Wells Run

- a. Nothing to report at this time.

G. Toilets at BF and WR

- a. Nothing to report at this time.

Tuesday, December 9, 2014

**New Business:**

A. Tenant Handbook

- a. Jim Simoncelli Jr. stated that he will start to put together a Tenant Handbook that will contain important policies, rules and guidelines for Litchfield Housing Authority residents.

**Tabled Items:**

A. Bantam Falls Painting – Downstairs Hallway

B. Media Room at Bantam Falls

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:24PM.

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