

Tuesday, February 11, 2014

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 11, 2014 BANTAM FALLS

Called to order at 1:04 by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Cheryl Stoughton (tenant representative), Bob Miller, Tom McClintock, Barbara Spring, Executive Director Jim Simoncelli Jr., Richard King (maintenance worker at BF)

Residents present: Trish Lapidus (Unit #11)

Minutes:

Corrections to the minutes from regular meeting on 1/28/2014;

In the first line of the third paragraph under Maintenance Report should read "Jim Simoncelli Jr. reported that the resident"

Motion made by Tom McClintock to accept Minutes from Regular Meeting on January 28, 2014 as amended. Motion seconded by Barbara Spring. Motion Passed.

Maintenance Report:

Jim Simoncelli Jr. introduced Richard King, newly hired maintenance worker at Bantam Falls, to the Board of Commissioners.

Richard King brought up concern that he does not have the proper ladder he needs to change some of the light bulbs at Bantam Falls.

Richard King also brought up concern that he does not have an extension cord. Jim Simoncelli Jr. will purchase a long extension cord for Bantam Falls.

Sandra Becker brought up concern about getting a Shop-Vac for Bantam Falls. Jim Simoncelli Jr. will purchase a Shop-Vac for Bantam Falls.

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Resident Concerns:

Trish Lapidus, resident at Bantam Falls unit #11 was present at the meeting and brought a written proposal to the boards attention. This written proposal requested permission to allow herself and two other residents (Gilbert Tibadaeu from unit #8 and Virginia Bennett from unit #9) to put in three additional gardens at Bantam Falls.

Motion made by Barbara Spring to allow the three residents to plant in the spots specified in the proposal. Motion seconded by Tom McClintock. Motion passed. Jim Simoncelli Jr. will give send the three residents written confirmation as spring approaches.

Tenant Commissioner Report:

Nothing to report at this time

Bills and Communications:

Jim Simoncelli Jr. reported that Sandra Becker and he are going to attend a seminar on the capital needs assessment. The seminar is in the morning of February 28, 2014.

Jim Simoncelli Jr. presented a revised contract with Kone (elevator service company) to get the Chairpersons signature and Jim will fax it back to Kone.

Jim Simoncelli Jr. reported that the Fire Marshal for Bantam received a call from a resident about the blockage, caused by snow, of exit doors at Bantam Falls. The Fire marshal met Jim Jr. at Bantam Falls to review the problems. Jim Simoncelli Jr. was told by the Fire Marshal that the Litchfield Housing Authority would be receiving a letter that states that some of the exits were not clear and that there was excess accumulation of snow of the back walkway.

Jim Simoncelli Jr. distributed a notice to all residents at Wells Run in regards to leaving your unit during a snow storm. The notice explained that during a significant snow storm residents should stay in their units and not attempt to leave their unit or travel anywhere.

Jim Simoncelli Jr. reported that Johnson Control visited Bantam Falls to generate a quote to install a bypass in the piping system. Scoville Plumbing and Heating will also generate a quote to fix the pressure issue at Bantam Falls. Motion made by Bob Miller to have Jim Simoncelli Jr. talk with Don Gamen from Scoville Plumbing and Heating to authorize the work in Scoville's proposal. Motion seconded by Tom McClintock. Motion passed.

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Private Grants:

Jim Simoncelli Jr. distributed a notice to the residents in units A2 & A3 at Wells Run to notify them that in the spring time, ramps will be installed on their back doors.

Jim Simoncelli Jr. will notify residents at Bantam Falls that will be getting new appliances.

Report of Executive Director:

Jim Simoncelli Jr. reported that he has reconciled most account balances with all residents at Bantam Falls and that he is currently working on the accounts at Wells Run. Motion made by Tom McClintock to send Judd Milani a letter in regards to his outstanding balance. Motion seconded by Sandra Becker. Motion passed.

Jim Simoncelli Jr. presented two bids for the cleaning in apartment C1 at Wells Run. Jim Jr. explained that one of the companies was TERS (Total Environmental Restoration Solutions). TERS is from New York and in the proposal list many technical terms. Motion made by Tom McClintock to have Jim Simoncelli Jr. follow up with TERS and get an explanation of the terms listed in the proposal. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. brought up a residents concern about speeding around the circle at Wells Run. Jim Jr. suggested that signs get put up on the driveway to try and prohibit speeding at Wells Run. Motion made by Tom McClintock to have Jim Simoncelli Jr. purchase a One Way Sign, Do Not Enter sign, and 15 Minute Parking sign and put them up at Wells Run. Motion seconded by Sandra Becker. Motion passed.

Jim Simoncelli Jr. reported that one of the furnace pumps at Bantam Falls is no good and needs to be rebuilt. Jim Simoncelli Jr. will authorize Scoville Plumbing and Heating to rebuild the pump.

Financial Report:

Jim Simoncelli Jr. distributed the 2013 Year-End Report and the Financial Report for January 2014. The Board of Commissioners will review the reports and vote on approval at the next regular meeting.

Site Inspection:

A site inspection was not done.

Unfinished Business:

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A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. has set up an appointment for Wednesday, February 12 to review the pet policy with Attorney Marcus Organschi.

B. Bantam Falls furnace contract

- a. See fifth paragraph under Bills and Communications.

C. LHA Policies and Procedures

- a. The LHA Chairperson will assign sub-committees to update policies and Procedures.

D. Energy Audit

- a. Nothing to report at this time.

E. 2014 Audit

- a. Jim Simoncelli Jr. will call the auditors to ask what information they need and when they will need it by.

F. B3 at Wells Run

- a. Tabled.

G. Drainage at Bantam Falls

- a. Tabled until spring

H. LHA Website

- a. Nothing to report at this time

I. Tractor for Wells Run

- a. Jim Simoncelli Jr. will contact three different John Deere Dealerships and compare prices for a new tractor for Wells Run.

J. Thermostats at Bantam Falls

- a. Tabled

K. Weather Stripping at Bantam Falls

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- a. Richard King put weather stripping on the outside doors that were allowing a draft coming in.

New Business:

A. Attic Vents at Bantam Falls

- a. Tabled until spring.

B. Pot Holes at Bantam Falls

- a. Tabled until spring.

C. Renovate sign at Bantam Falls

- a. Tabled until spring.

D. Regulating Furnace Pumps at Bantam Falls

- a. See fifth paragraph under Bills and Communications.

E. Storage of Records

- a. Jim Simoncelli Jr. reported that he received documentation on how long files need to be kept in the Litchfield Housing Authority's records. This information will be distributed to LHA Commissioners.

F. Repair of Sidewalks at Bantam Falls and Wells Run

- a. Tabled.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring.
Motion passed.

Meeting adjourned at 3:42 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority