

Tuesday, February 25, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING FEBRUARY 25, 2014 WELLS RUN

Called to order at 1:00 by Chairperson Sandra Becker

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

Minutes:

Corrections to the minutes from regular meeting on 2/11/2014;

On the second page in the second line under Resident Concerns, should read “board’s attention”.

On the second page in the third line of the second paragraph under Resident Concerns the word “send” should be removed.

On the second page in the second line of the third paragraph “marshal” should be capitalized to read “Marshal”. In the same paragraph on the fifth line “snow of the back walkway” should read “snow on the back walkway”.

On the fifth page under a. in the second line “coming in” should read “to come in”.

Motion made by Tom McClintock to accept Minutes from Regular Meeting on February 11, 2014 as amended. Motion seconded by Barbara Spring. Motion Passed.

Maintenance Report:

Jim Simoncelli Jr. reported that the Town of Litchfield has extremely limited materials to treat roads. Jim Jr. also reported that True Value, Lowes, Home Depot, and Agway are completely out of all ice melt chemicals and their distributors are also out. Jim Jr. also stated that Universal Maintenance and Jim Simoncelli Sr. are doing all they can to treat the walks and parking lots at Bantam Falls and Wells Run with such limited materials.

Jim Simoncelli Jr. reported that the maintenance door at Wells Run in cant be opened because the frost heaves have raised the concrete sidewalk up so high that it prevents the door from opening. Jim Simoncelli will look into reversing the swing of the door so that the raised concrete will not affect the opening and closing of the door.

Tuesday, February 25, 2014

Jim Simoncelli Jr. reported that the community room ceiling at Bantam Falls has been leaking. Jim Jr. put a bucket underneath the leak and will monitor the leak throughout the rest of the winter and into the spring.

Tenant Commissioner Report:

Cheryl Stoughton reported that the tables in the community room at Bantam Falls have marks and scrapes on them. Cheryl asked if the Litchfield Housing Authority would reimburse one of the residents if she were to purchase table covers for the tables. Cheryl will talk with Executive Director Jim Simoncelli Jr. in regard to purchasing the table covers and reimbursing the resident.

Bills and Communications:

Jim Simoncelli Jr. reported that Sandra Becker and he had a meeting with Bernard from Universal Maintenance. The meeting was in regards to create a contract between the Litchfield Housing Authority and Universal Maintenance. Jim Simoncelli Jr. will draft a contract that will include the spectrum of work Universal Maintenance is responsible for and the cost associated with each job.

Cheryl Stoughton brought up a concern that Bantam Falls does not have an ice chopper and that the maintenance worker is bringing his own it to use. Jim Simoncelli Jr. will check in the garage at Bantam Falls to verify if the LHA has an ice chopper at Bantam Falls. If Bantam Falls does not have an ice chopper Jim Jr. will purchase one.

Jim Simoncelli Jr. reported that he called Optimum and the Litchfield Housing Authority will receive monthly savings of around \$80 combined between Bantam Falls and Wells Run. This savings will last one year.

Jim Simoncelli Jr. will send Leo Paul, First Selectman of the Town of Litchfield, a thank you letter for helping us out during the tough winter months.

Barbara Spring will send Jack Healy a card from the Litchfield Housing Authority.

Private Grants:

Nothing to report at this time.

Report of Executive Director:

Tuesday, February 25, 2014

Jim Simoncelli Jr. reported that Thomas Simoncelli recently turned 16 years old and is interested in working at Wells Run as a Maintenance Worker. Motion made by Barbara Spring to offer Thomas Simoncelli a position in the Maintenance Department at Wells Run to work at minimum wage for 6 month. At the 6 month mark Thomas' performance will be reviewed. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. asked Tom McClintock if he would try to get the Litchfield Housing Authority a new tax exempt form. Jim Simoncelli Jr. stated that he has some of the forms needed and he will give them to Tom. Tom McClintock excepted the task and will report to the Board of Commissioners at the next Regular Meeting of his progress.

Jim Simoncelli Jr. reported that the power went out 2 different times over the past week at Bantam Falls. Jim stated that the generator worked very well throughout the power outages.

Jim Simoncelli Jr. reported that he has a meeting with Marcus Organschi to review the last draft of the Pet Policy on Thursday, February 27, 2014 at 4:00PM. Sandra Becker reported that she has made corrections to the last draft of the pet policy and she gave her corrections to Jim Simoncelli Jr. to be implemented into the policy.

Jim Simoncelli Jr. will send out notice to all residents at Bantam Falls that requests residents to submit in writing if they would like to use or create a plot to plant in in the spring time.

Financial Report:

Motion made by Tom McClintock to accept the Financial Report from January 2014 that was distributed at the Litchfield Housing Authority's last Regular Meeting on February 11, 2014. Motion seconded by Bob Miller. Motion passed.

Site Inspection:

A site inspection was not done.

Unfinished Business:

A. Insurance / Pets / Liability

- a. See fourth paragraph under Report of Executive Director.

B. Bantam Falls furnace contract

Tuesday, February 25, 2014

- a. Tabled.

C. LHA Policies and Procedures

- a. The LHA has moved the effective date of the Pet Policy back until March 15, 2014.

D. 2014 Audit

- a. Jim Simoncelli Jr. reported that he spoke with the auditors and that they have sent him an Audit Checklist. Jim Simoncelli Jr. has forwarded the checklist to Gwen Burgess from Accounting & More. Jim Jr. and Gwen will work together to gather all of the files required.

E. B3 at Wells Run

- a. Tabled.

F. LHA Website

- a. Tabled.

G. Tractor for Wells Run

- a. Jim Simoncelli Jr. distributed a handout that included three bids from John Deere Dealerships on the cost of a X700 Series tractor and what each bid included. Motion made by Bob Miller to purchase a new X700 Series tractor with snow blower and mower attachments from Farmington Valley Equipment and transfer the amount of the tractor from the LHA's STIF account to the LHA's checking account. Motion seconded by Tom McClintock. Motion passed.

H. Weather Stripping at Bantam Falls

- a. Nothing to report at this time.

I. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. reported that he is waiting to receive a quote from Scoville Plumbing and Heating in regard to the furnace pumps.

New Business:

Tabled Items:

A. Drainage at Bantam Falls

Tuesday, February 25, 2014

- a. Tabled until spring.
- B. Attic Vents at Bantam Falls
 - a. Tabled until spring.
- C. Pot Holes at Bantam Falls
 - a. Tabled until spring.
- D. Renovate sign at Bantam Falls
 - a. Tabled until spring.
- E. Repair of Sidewalks at Bantam Falls and Wells Run
 - a. Tabled.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Cheryl Stoughton.
Motion passed.

Meeting adjourned at 3:33 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority