

Tuesday, February 28, 2017

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 28, 2017 WELLS RUN

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

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Ruth Torizzo (Resident Commissioner) and Executive Director Jim Simoncelli Jr.

Commissioners absent: Tom McClintock

Tenant's present: Sally Conroy (unit C4)

Minutes:

Correction to the Minutes of February 14, 2017;

On page one in the fifth line under Tenant Comments/Questions, "complain" should be replaced with "complaint".

Motion made by Barbara Spring to accept the minutes from February 14, 2017 as amended. Motion seconded by Bob Miller. Motion passed.

Tenant Comments/Questions:

One resident asked if complaints and concerns should be submitted in writing. Jim Simoncelli Jr. replied that all complaints and concerns should be brought to his attention and he will request the issue be put in writing based on severity of the issue.

Tenant Commissioner Report:

Ruth Torizzo stated that the monthly program for February went very well. The program was presented by the Western Connecticut Area Agency on Aging (WCAAA). The program was on the Medicare Savings Plan and what the different options are. Residents from both Bantam Falls and Wells Run attended.

Ruth Torizzo also mention that the residents at Bantam Falls have organized a Pot Luck dinner where all of the residents sign up to bring a dish. The Pot Luck dinner will be on March 11, 2017.

Bills and Communications:

Jim Simoncelli Jr. mentioned that he has not received any complaint(s) in writing that were brought up to the Board at their last meeting on February 14, 2017.

Tuesday, February 28, 2017

Private Grants / Fundraising:

A. Small Cities Grant

1. Heating System – Jim Simoncelli Jr. mentioned that there are still a few minor issues with the new boiler system. Jim will email West State Mechanical to address these issues.
2. Site Work – Jim Simoncelli Jr. reported that he has been instructed by Nancy Wagner of L. Wagner & Associates to pay the site work contractor in the amount of \$14,423.98. Jim stated that this amount is the difference between the cost of the work and the amount received for the grant (not included retainage). The retainage will be paid by the Litchfield Housing Authority upon completion of work in the spring of 2017.

B. Seherr-Thoss Grant

1. The focus of the Seherr-Thoss Grant, due to time restraints (deadline April 1, 2017), will be shifted from a generator for the Wells Run Community Room to new resident mailboxes. Jim Jr. will get all documents in order to meet that deadline.

C. Other

1. No other grant opportunities at this time.

Report of Executive Director:

Jim Simoncelli Jr. reported that all of the locks on the mailboxes at Bantam Falls have been replaced. The keys and locks will be maintained by the Post Office in Bantam. Jim Jr. stated that he has a signed agreement with each resident notifying them of the new procedure and giving them an option to have the LHA hold one mail box key. Jim Jr. continued by stating that the Bantam Post office did not know the locks were being changed at that time therefore gave LHA no prior notice.

Jim Simoncelli Jr. reported that he received prices on changing the current pole lights at Wells Run to LED. The options are to change the entire head of each pole light or change the bulb to a retro-fit LED bulb. Motion made by Bob Miller to change the pole lights to LED using the retro-fit option. Motion seconded by Barbara Spring. Motion passed. Jim Simoncelli Jr. also stated that he will be notifying Eversource of the energy upgrade and that the Litchfield Housing Authority will receive energy incentives for the project.

Jim Simoncelli Jr. stated that the first wave of bathroom thresholds will be replaced on Friday March 3, 2017. Units 10-18 and 28-36 will be replaced.

Tuesday, February 28, 2017

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Smoking Policy – Nothing to report at this time.
2. Tenant Handbook – Nothing to report at this time.
3. Mission Statement – Nothing to report at this time.
4. Policy Violation Fee – Nothing to report at this time.
5. Unit Modification Policy – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Nothing to report at this time.

C. Rent Increase at Well Run

1. Jim Simoncelli Jr. stated that the Minutes from the Public Hearing and Special Meeting regarding the rent increase held on February 7, 2017 have been submitted to the State of Connecticut.

D. Rent Increase at Bantam Falls

1. Jim Simoncelli Jr. stated that the Minutes from the Public Hearing and Special Meeting regarding the rent increase held on February 7, 2017 have been submitted to the State of Connecticut.

E. Shed at Well Run

1. Nothing to report at this time.

F. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. presented a cost estimate from the painter to paint the downstairs hallways and stairwells at Bantam Falls. Motion made by Barbara Spring to accept the cost estimate to have

Tuesday, February 28, 2017

Craig Simons paint the downstairs hallways and stairwells at Bantam Falls. Motion seconded by Bob Miller. Motion passed.

New Business:

Tabled Items:

A. Residents Service Coordinator

Motion made by Bob Miller to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:15 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority