

Tuesday, March 22, 2016

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING MARCH 22, 2016 WELLS RUN

Called to order at 1:01 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock (arrived at 1:10PM), Barbara Spring, Ruth Torizzo (Tenant Representative) and Executive Director Jim Simoncelli Jr.

Commissioners absent:

Tenants present:

**Minutes:**

Corrections to Minutes from March 8, 2016;

In the second line of the second paragraph under Bills and Communications “Stanley Construction who complete” should be replaced with “Stanley Construction who competed”.

In the third line of the second paragraph on page 3 “bantam falls” should be replaced with “Bantam Falls”.

Motion made by Bob Miller to accept the minutes from March 8, 2016 as amended. Motion seconded by Barbara Spring. Motion passed.

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner Report:**

Ruth Torizzo stated that the Fire Marshal talk regrading fire safety at Bantam Falls went very well. She continued to report that 33 residents came to listen to the Fire Marshal.

**Bills and Communications:**

Sandra Becker presented a letter to one of the residents of the Litchfield Housing Authority in response to a letter that the Litchfield Housing Authority received. Sandra Becker stated that the letter will be mailed as soon

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as possible. Furthermore Jim Simoncelli Jr. stated that he will be drafting another letter to the same resident in response to a second letter the LHA received. Jim Jr. stated that the letter will also be mailed as soon as possible.

Jim Simoncelli Jr. presented a letter and contract he prepared for one of the residents regarding Torrington Area Health. The letter and contract will be mailed in the upcoming days via certified mail and the LHA will wait for a response from the resident.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that he spoke with Nancy Wagner from L. Wagner & Associates and she stated that we are ready to move forward with the Small Cities Grant for Bantam Falls. Nancy Wagner will contact Jim Simoncelli Jr. when dates can be put on a calendar.

B. Seherr-Thoss Grant

1. The community room at Wells Run will be the main focus of the 2016 Seherr- Thoss Grant. Jim Simoncelli Jr. presented Sandra Becker with all of the required information regarding the cost of the project at Wells Run. Sandra Becker will complete the Application and set up a meeting with Jim Simoncelli Jr. to review.

C. Other

1. Tom McClintock presented a contact he made with CT Green Bank. Tom McClintock will wait until the Small Cities Grant is complete to continue talk with CT Green Bank.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that he has installed a lock box, which contains a master key to Bantam Falls, on the wall next to the maintenance room. The code for the lock box will be issued for lockout purposes or purposes deemed appropriate by the Executive Director.

Jim Simoncelli Jr. stated that Tenant Commissioner Ruth Torizzo and Joyce Fararro will be attending Fair Housing Training on April 15, 2016.

Jim Simoncelli Jr. reported that he has left a message for the contact at the Gate Keepers Program and will report to the board when he receives a call back.

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Jim Simoncelli Jr. reported that he visited Brandywine nursing home in Litchfield to view their areas of refuge and look at their emergency building maps they have throughout the building. Jim Jr. stated that he will be working on creating an emergency map for each unit and common area at Bantam Falls.

Jim Simoncelli Jr. reported that Red Hawk contacted him regarding the 5 Year Internal Obstruction Inspection Report for the sprinkler system at Bantam Falls. Jim Jr. will contact the Fire Marshal to see what the requirements are for this type of inspection.

### **Financial Report:**

Nothing to report at this time.

### **Inspection of Grounds:**

Multiple commissioners mentioned that many of the buildings at Wells Run have discoloration on the vinyl siding. Jim Simoncelli Jr. stated that the buildings will be cleaned in the Spring.

### **Unfinished Business:**

#### A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Jim Simoncelli Jr. stated that he email Attorney Marcus Organschi multiple items that need to be incorporated into the Litchfield Housing Authority Lease.
3. Rules and Regulations – Nothing to report at this time.
4. Smoking Policy – Nothing to report at this time.
5. Tenant Handbook – Nothing to report at this time.
6. Mission Statement – Nothing to report at this time.
7. Policy Violation Fee – Nothing to report at this time.

#### B. LHA Security

1. Nothing to report at this time.

#### C. Resident Service Coordinator

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1. Nothing to report at this time.

D. Rent Increase at Well Run

1. Jim Simoncelli Jr. put a call into CHFA regarding the rent increase. Jim Jr. will proceed with the rent increase after he hears from CHFA.

**New Business:**

**Tabled Items:**

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed.  
Meeting adjourned at 2:48 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority