

Tuesday, April 11, 2017

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING APRIL 11, 2017 BANTAM FALLS

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

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

Tenant's present: Peggy Isley (unit #21), and Don Palmer (unit #35)

**Minutes:**

Correction to the Minutes of March 28, 2017;

On page two in the fourth line of the first paragraph under Small Cities Grant "address" should be replaced with "addressed".

On page three in the first line under Rent Increase at Wells Run and in the first line under Rent Increase at Bantam Falls "stating" should be replaced with "stated".

Motion made by Tom McClintock to accept the minutes from March 28, 2017 as amended. Motion seconded by Bob Miller. Motion passed.

**Tenant Comments/Questions:**

The Board was presented with a petition (signed by 28 Bantam Falls residents) that the residents are in favor of having puzzle artwork (framed) and put on the hallway walls and that they are in favor of having them in any other places in the building.

Resident in unit #26 at Bantam Falls submitted a 4 page letter to the Board of Commissioners. The letter was received minutes before the meeting (April 11, 2017) and is dated April 5, 2017. The Commissioners will review the letter prior to the next board meeting.

**Tenant Commissioner Report:**

Ruth Torizzo stated that the Trooper Holm from the local police department came to Bantam Falls and talked to the residents regarding the recent car break-ins. Two member of the local neighborhood watch also attended the meeting. Ruth stated that it went very well and was very informative.

**Bills and Communications:**

Jim Simoncelli Jr. stated that he received a call from the Department of Mental Health in reference to a past resident that owed the Litchfield Housing Authority money upon their departure from their unit. The Department of Mental Health will be paying the money owed for that resident to clear the account.

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**Private Grants / Fundraising:**

A. Small Cities Grant

1. Heating System – Jim Simoncelli Jr. mentioned that there are still a few minor issues with the controls for the new boiler system. Jim will speak with West State Mechanical regarding these issues.
2. Site Work – Jim Simoncelli Jr will reach out to the site work contractor to see when they will be coming back to finalize the work.

B. Seherr-Thoss Grant

1. The Litchfield Housing Authority has submitted their 2017 Seherr-Thoss grant application and have received an acknowledgement of receipt.

C. Other

1. No other grant opportunities at this time.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that the project to convert the pole lights at Wells Run to LED's has started and should be completed by the end of the day on April 11, 2017. Jim Jr. also mentioned that all of the pole lights and bollard lights at Bantam Falls will also be converted to LED's.

Jim Simoncelli Jr. stated that he will be meeting with Johnny's Sweeping Service to discuss removing the sand from the parking lots at Bantam Falls. Jim Jr. will organize a day and time and give the residents plenty of notice regarding where cars will need to be parked.

Jim Simoncelli Jr. reported that most of the re-certification's have been completed. The new rate determined by re-certification is effective May 1, 2017.

**Financial Report:**

Jim Simoncelli Jr. distributed the following reports as part of the March 2017 Financial Report; Transaction List by Vendor March 2017, Statement of Cash Flows YTD March 2017, and a Balance Sheet which includes the bank account balances as of March 31, 2017. Motion made by Barbara Spring to accept the March 2017 Financial Report as presented. Motion seconded by Tom McClintock. Motion passed.

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**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. Jim Simoncelli Jr. will look into getting cameras for the parking lots at Bantam Falls.

C. Rent Increase at Well Run

1. Jim Simoncelli Jr. stating that the rent increase is effective May 1, 2017.

D. Rent Increase at Bantam Falls

1. Jim Simoncelli Jr. stating that the rent increase is effective May 1, 2017.

E. Shed at Well Run

1. Nothing to report at this time.

F. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. stated that the painting will start in mid-spring.

**New Business:**

**Tabled Items:**

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**Executive Session:**

A. Pending Litigation

- a. Motion made by Tom McClintock to enter Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive Session entered at 1:57PM.
- b. Motion made by Tom McClintock to exit Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive Session ended at 2:35PM.

Motion made by Barbara Spring to deny request to put a moratorium on the puzzles and artwork project in the Bantam Falls common areas. Motion seconded by Tom McClintock. Motion passed.

After receiving a 4 page letter, minutes before the Board Meeting on April 11, 2017, from the resident in unit #26 dated April 5, 2017 motion made by Barbara Spring to send letter of receipt to resident in unit #26 stating that the letter was received and that it will be address at the next Board meeting. Motion seconded by Bob Miller. Motion passed.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 2:43 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority