

Tuesday, April 22, 2014

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING APRIL 22, 2014 WELLS RUN

Called to order at 1:05 by Chairperson Sandra Becker

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

**Minutes:**

Corrections to the minutes from regular meeting on 4/8/2014;

On page two in the fourth paragraph under Bills and Communications should read “Barbara Spring and he” not “he and Barbara Spring”.

On page three in the first paragraph, one “N” in “CONNNAHRO” needs to be removed so it should read “CONNAHRO”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on April 8, 2014 as amended. Motion seconded by Bob Miller. One commissioner abstained. Motion passed.

**Maintenance Report:**

Nothing to report at this time.

**Tenant Commissioner Report:**

Cheryl Stoughton presented a letter from a resident at Bantam Falls to the Board of Commissioners. Barbara Spring read the letter to all attendees. Executive Director Jim Simoncelli Jr. will respond, in writing to the resident.

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**Bills and Communications:**

Sandra Becker stated that Barbara Spring and she attended a Fair Housing Seminar in Torrington on Thursday April 17, 2014. Sandra Becker gave Jim Simoncelli Jr. information that they gathered at the meeting for his review.

Jim Simoncelli Jr. reported that the company TERS (Total Environment Restoration Solutions) has finished in unit C1 to his extreme dissatisfaction. The apartment was not properly or thoroughly cleaned in a timely fashion. Jim Simoncelli Jr. was originally told that the work would be completed in 4 days and they finished in 3 weeks. Jim Simoncelli Jr. also contacted the owner of TERS multiple times to make sure the proper amount of cleaning was being done and he assured Jim that “when we (TERS) leaves the unit it will be ready to paint”. Jim Simoncelli Jr. was also told that the last time TERS was in unit C1 they were going to clean all of the walls again and then put a primer on the ceiling and all of the walls. When Jim Simoncelli Sr. & Jr. inspected the unit they determined that the unit had not been cleaned a final time and that TERS did indeed prime the ceiling and the walls but got paint on the living room and bathroom floor, baseboard in all rooms, closet doors, light fixtures, bathroom tiles, outlet covers, and appliances. Jim Jr, Jim Sr. and Thomas Simoncelli have logged all of their cleaning hours for LHA records. Jim Simoncelli Jr. will draft a letter of dissatisfaction to TERS and the LHA will wait until they receive the final invoice for the project.

**Private Grants:**

Jim Simoncelli Jr. reported that he called John Worthington and John will give him a list of permit that the LHA will need to fill out in order to install the ramps at Wells Run.

Jim Simoncelli Jr. reported that he has contacted both Dick Cooper TV & Appliance in Torrington and Sears in Winsted and asked for their best price on the ranges and refrigerators. Motion made by Tom McClintock to have Jim Simoncelli Jr. examine the refrigerators at Sear in Winsted to make sure they match the existing refrigerators at Bantam Falls and if they do get the refrigerators at Sears and the ranges at Dick Cooper TV & Appliance. Motion seconded by Bob Miller. Motion Passed.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that the gentlemen that was supposed to rent unit E1 at Wells Run backed out and will not be taking the unit. Jim Simoncelli Jr. also reported that another gentleman from the waiting list will take the unit as of May 1<sup>st</sup>, 2014.

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Jim Simoncelli Jr. reported that he had a meeting with the resident in G4 at Wells Run who has requested closet doors for her bedroom closet. Jim Simoncelli Jr. stated that during the previous residency the doors were removed because they were beyond repair. Jim Simoncelli Jr. will investigate different options of closet doors. During the same meeting with the resident in unit G4 the resident stated that she will be removing the soot from her walls by cleaning them. Jim Simoncelli Jr. stated that he will get the resident two bottles of Dirtex.

Jim Simoncelli Jr. reported that Sandra Becker and he met with a representative from Weigold Flooring in Torrington to discuss new flooring options in Unit #14 at Bantam Falls. Weigold flooring gave two options. The first option was to replace the existing carpet and padding with new carpet and padding. The second option was to replace the existing carpet and padding with a vinyl composite. Motion made by Barbara Spring to replace the existing carpet and padding with new carpet and padding and have Jim Simoncelli Jr. and a moisture expert examine the concrete floor when the carpet is being removed. Motion seconded by Tom McClintock. Motion passed. Jim Simoncelli Jr. will send resident in unit #14 a letter that states the decision made by the Litchfield Housing Authority.

*Cheryl Stoughton left the meeting 2:10pm*

Jim Simoncelli Jr. asked if he could purchase a power washer for Wells Run to be able to clean the vinyl siding on all buildings at Wells Run. Motion made by Bob Miller to allow Jim Simoncelli Jr. to purchase a power washer for Wells Run. Motion seconded by Barbara Spring. Motion Passed.

Jim Simoncelli Jr. presented a written request from the resident in unit #3 at Bantam Falls that asked the Board if they would allow her to have her unit painted "Philadelphia Cream" color. The request also stated that she would pay for the paint and the painter. Motion made by Bob Miller to allow the resident in unit #3 to have her unit painted Philadelphia Cream. Motion seconded by Tom McClintock. Motion Passed.

Jim Simoncelli Jr. brought up the option of selling the remaining ADA compliant ranges on EBAY. Motion made by Bob Miller to have Jim Simoncelli Jr. attempt to sell the remaining ADA compliant ranges on EBAY. Motion seconded by Tom McClintock. Motion passed.

### **Financial Report:**

Barbara Spring reported that she opened a Pet Security bank account at Union Savings Bank. The purpose of this account is solely for transaction regarding the Pet Policy.

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**Site Inspection:**

Bob Miller brought up the idea of having two commissioners inspect the grounds of Bantam Falls and Wells Run and report back to the meeting instead of taking time away from the LHA meeting to conduct a site inspection. Motion made by Tom McClintock to have two commissioners, one per site, inspect the grounds of Bantam Falls and Wells Run between each meeting and report their findings at the next regular meeting. Motion seconded by Barbara Spring. Motion Passed.

**Unfinished Business:**

A. Insurance / Pets / Liability

- a. Sandra Becker reported that the Community Room Policy is being tabled until more information is gathered on the subject.
- b. Jim Simoncelli Jr. handed out a draft of the new Litchfield Housing Authority Rental Application. He also briefly reviewed the application and asked the commissioners to review it and report suggestions or correction to the next regular meeting. Jim Simoncelli Jr. will give a copy to the absent Tenant Commissioner.

B. 2014 Audit

- a. Jim Simoncelli Jr. and Accountant Gwen Burgess will be sending the auditors the remaining information that they have requested.

C. B3 at Wells Run

- a. Nothing to report.

D. LHA Website

- a. Nothing to report.

E. Tractor for Wells Run

- a. Nothing to report.

F. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. will schedule the work for May.

G. Pot Holes at Bantam Falls

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- a. Jim Simoncelli stated that in the spring he will have Richard King, maintenance worker at Bantam Falls, fill in the pot holes. The sand must be removed from the parking lots before the pot holes can be filled.

#### H. Tax Exempt Form

- a. Jim Simoncelli Jr. left a message for the contact at DRS (Department of Revenue Services) to inquire about the Tax exempt form. Jim reported that he has not received a call back.

#### I. Solar Panels at Bantam Falls

- a. Tom McClintock will call CL&P and verify whether Bantam Falls and Wells Run are considered residential or commercial accounts.

#### J. Organizing Building Plans for Bantam Falls and Wells Run

- a. Tabled.

#### K. Open House

- a. Tabled.

#### L. Key Policy

- a. Jim Simoncelli Jr. will continue to work on a key policy for the Litchfield Housing Authority.

#### M. Billable Charges

- a. Jim Simoncelli Jr. asked commissioners if they had any feedback regarding the Billable Charges list that he handed out at the last regular meeting. Each commissioner present pointed out the most important billable charges. Jim Simoncelli Jr. will take their suggestions and create a draft of LHA Billable Charges.

### **New Business:**

### **Tabled Items:**

- A. Drainage at Bantam Falls

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- a. Tabled until spring.
- B. Attic Vents at Bantam Falls
  - a. Tabled.
- C. Renovate sign at Bantam Falls
  - a. Tabled until spring.
- D. Repair of Sidewalks at Bantam Falls and Wells Run
  - a. Tabled.
- E. Leaking Roof in Community Room at Bantam Falls
  - a. Tabled until spring

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed.

Meeting adjourned at 3:47 PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority