

Tuesday, May 9, 2017

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING MAY 9, 2017 BANTAM FALLS

Called to order at 1:02 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: Jean Adams (unit #7)

Minutes:

Motion made by Tom McClintock to accept the minutes from April 25, 2017 as presented. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Resident thanked the Board for sending out the notice regarding taking in bird feeders, as it will help keep wildlife away from the building.

Tenant Commissioner Report:

Ruth mentioned that the residents at Bantam Falls are planning to have a picnic Memorial Day Weekend and that many residents have already signed up.

Bills and Communications:

Jim Simoncelli Jr. mentioned that an Executive Director of another housing authority (on the advice of CHFA) contacted him in regards to waiting list procedures.

Sandra Becker presented information regarding executive session guidelines.

Private Grants / Fundraising:

A. Small Cities Grant

1. Heating System – nothing to report at this time.
2. Site Work – Jim Simoncelli Jr. mentioned that all of the lines will be re-painted. Jim Jr. will organize the parking lot to be swept directly before the line painting.

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B. Seherr-Thoss Grant

1. Nothing to report at this time.

C. Other

1. Jim Simoncelli Jr. stated that he will be looking into getting Critical Needs funding for new roofing at Wells Run.

Report of Executive Director:

Jim Simoncelli Jr. reviewed the duties of the Administrative Assistant. Some of those duties include checking messages, creating commissioners books, creating insurance schedule, bank deposits, handing out notices, etc.

Jim Simoncelli Jr. reported that during the morning of May 9, 2017 American Rooter was flushing out all of the sewer lines at Wells Run. This work was suggested by the Litchfield Town Sewer Department.

Jim Simoncelli Jr. Mentioned that he will be checking into the possibility of walk in showers in the handicapped units at Bantam Falls.

Jim Simoncelli Jr. stated that he sent out a notice to all residents of Wells Run and Bantam Falls stating that all bird feeders will not be allowed at either property.

Jim Simoncelli Jr. presented information regarding a product called StoveTop FireStop. The StoveTop FireStop is a fire suppression system that is put under the stove hood that will put out a stove top fire. Jim Jr. will attempt to get a sample of the product.

Financial Report:

Jim Simoncelli Jr. distributed the following reports as part of the Financial Report for April 2017; Statement of Cash Flows YTD April 2017, Bank Balance Statement YTD April 2017, and Transaction List by Vendor for April 2017. Motion made by Tom McClintock to accept the April 2017 Financial Report. Motion seconded by Barbara Spring. Motion passed.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Tenant Handbook – Nothing to report at this time.
2. Mission Statement – Nothing to report at this time.
3. Policy Violation Fee – Nothing to report at this time.

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4. Unit Modification Policy – Nothing to report at this time.
5. Commissioner Book – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Nothing to update at this time
2. Security System - Jim Simoncelli Jr. will look into getting cameras for the parking lots at Bantam Falls.

C. Shed at Well Run

1. Nothing to report at this time.

D. Paint Hallways at Bantam Falls

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

New Business:

Tabled Items:

Executive Session:

A. Pending Litigation

- a. Motion made by Barbara Spring to enter Executive Session. Motion seconded by Bob Miller. Motion passed. Executive Session entered at 2:45PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session ended at 3:06PM.

No action was taken

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:09 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority