

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING JUNE 13, 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), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani

Tenant's present: Jean Adams, (unit #7), Mary Curtis (unit #4), Peggy Isely (unit #21), Donald Palmer (unit #35).

**Minutes:**

Motion made by Tom McClintock to accept the minutes from May 23, 2017 as presented. Motion seconded by Ruth Torizzo. Motion passed.

**Tenant Comments/Questions:**

A resident requested a community grill for tenant picnics. Jim Simocelli Jr. will check with the insurance company regarding liability concerns.

**Tenant Commissioner Report:**

Ruth Torizzo expressed concerns regarding outdated smoke detector batteries. Jim Simoncelli Jr. will create a schedule to change batteries on a regular basis.

Ruth also mentioned a Tenant Program on gardening for small areas will be taking place in the Bantam Falls community room on June 23, 2017 at 11 am. Refreshments will be served. All residents are welcome.

**Bills and Communications:**

Jim Simoncelli Jr. sent out notifications regarding removal of items being stored by tenants at Bantam Falls. Second notification will be sent out if items are not removed by the date issued in the first letter.

Jim Simoncelli Jr. stated that Bantam Falls waiting list will re-open mid to late summer.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Site Work – Jim Simoncelli Jr. mentioned that all the lines will be re-painted. Jim Jr. will organize the parking lot to be swept directly before the line painting.

B. Seherr-Thoss Grant

1. Approval of mailboxes at Wells Run was granted. Motion made by Tom McClintock to go with low bidder Towne and Aurell to complete mailbox installation. Motion was made by Tom McClintock. Motion was seconded by Barbara Spring. Motion passed.

C. Critical Needs

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

D. Other

**Report of Executive Director:**

Jim Simoncelli Jr. stated that there continues to be a mice issue in certain buildings at Wells Run. Bob Miller motioned to treat building F on the contractor's suggestion of using outside bait stations. Motion passed.

Jim Simoncelli Jr. stated that the gutters and down spouts were cleaned at Bantam Falls on Saturday, June 3, 2017.

Jim Simoncelli Jr. and Tom McClintock will be performing inspections at Bantam Falls and Wells Run mid-July. Proper notification will be given out to tenants prior to inspections.

Jim Simoncelli Jr. is continuing to work on getting an Eversource incentive for the LED outside lighting project at Bantam Falls.

**Financial Report:**

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

**Inspection of Grounds:**

An inspection of grounds was not completed.

*(Ruth Torizzo left meeting 2:40)*

**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.
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 mid-summer. Two vacant units took painting priority which delayed the painting of the hallways.

**New Business:**

Jim Simoncelli Jr. stated that he will be working on re-keying the locks for the storage sheds at Wells Run.

**Tabled Items:**

**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 2:50PM.
- b. Motion made by Tom McClintock to exit Executive Session. Motion seconded by Barbara Springs. Motion passed. Executive Session ended at 3:10PM.

Motion made by Tom McClintock that if LHA receives a check with non- sufficient funds (bounced check), the tenant will be required to submit a cashier's check or money order for the next 12 months.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:12 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority