

Tuesday, June 24, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JUNE 24, 2014 BANTAM FALLS

Called to order at 1:00 PM by Chairperson Sandra Becker

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

Residents present: Les Bellmay (unit #2 Bantam Falls), Peggy Isley (unit #21 Bantam Falls), Polly Perrett (unit #19 Bantam Falls)

Minutes:

Corrections to the minutes from regular meeting on 6/10/2014;

At the top of page one the location should be Wells Run not Bantam Falls.

On page one in the first paragraph under Resident Concerns "Elizabeth Paist" should read "Elisabeth Paist".

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on June 24, 2014 as amended. Motion seconded by Bob Miller. Motion passed. One commissioner abstained.

Resident Concerns:

Resident from Bantam Falls brought up concern about her door opening by itself at all times of the day. She expressed that this is a safety concern. Resident stated that she reminded the Executive Director multiple times that the door was still problematic. The Executive Director stated he called the locksmith 4 or 5 times (leaving 3 messages) before he returned his call. The Locksmith finally came to fix the issue. Motion made by Tom McClintock to hire 2nd Locksmith as a backup to the current locksmith in case current locksmith does not respond or is unable to come in a timely manner. Motion seconded by Cheryl Stoughton. Motion passed.

The Litchfield Housing Authority will inform the locksmith that if he does not respond to a call within 24 hours we will hire a new locksmith to maintain the locks at Bantam Falls. The Executive Director will respond to each resident regardless of the situation.

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Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that he will be working with the Salvation Army Fund to try and get assistance for different residents. He will be meeting with the Salvation Army representatives on Thursday July 10, 2014 followed by meetings with multiple residents from both Bantam Falls and Wells Run.

Jim Simoncelli Jr. stated that he has been in contact with the Salvation Army in Torrington, CT regarding the pick-up of walkers and handicapped seats that have been left in the maintenance room at Bantam Falls over the years. Jim Simoncelli Jr. will set up a time when the Salvation Army can come and take them.

Private Grants:

Jim Simoncelli Jr. reported that the ramps at Wells Run will be started as soon as there are 3 to 4 days of good weather.

Thomaston Savings Bank Grant – Tom McClintock met with Hames Nichols of Thomaston Savings Bank and was told that the Litchfield Housing Authority did not need to submit any further information.

Report of Executive Director:

Jim Simoncelli Jr. reported that the new toilets will be put into units F1 and F2 at Wells Run to help with the sweating on the tank. Jim Simoncelli Jr. also contacted Torrington Area Health (TAH) regarding the moisture situation in F2 and the TAH representative stated that as long as the Litchfield Housing Authority is making positive progress in remedying the situation there is nothing to worry about.

Jim Simoncelli Jr. stated that the conservator of unit C3 is currently removing all of the belongings in the unit.

Jim Simoncelli Jr. reported that he spoke with Mentor Ameti (CHFA asset manager) and he stated that we should close our waiting list, purge the current list and then reopen the waiting list using the new application and selection policy. Motion made by Barbara Spring to close the

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waiting list and post it in the Waterbury paper for 3 days. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. brought up concern about prioritizing the upcoming big projects at both Bantam Falls and Wells Run. The following list is the prioritized list of upcoming projects; Painting unit #15, replacing all of the smoke detectors at Bantam Falls, audit fees, replacing the furnace pumps at Bantam Falls, and repaying the tractor. Items put on hold at the current time; Tree removal at Bantam Falls, CO2 suppression system at Bantam Falls (waiting on bids), asbestos mitigation and new carpet in unit F2 at wells run (waiting to solve moisture issue).

Jim Simoncelli Jr. stated that after the Litchfield Housing Authorities Workman's Compensation Audit the Litchfield Housing Authority will be received a rebate of around \$1560.

Jim Simoncelli reported that Maletta & Company will be coming to the next LHA meeting. Motion made by Barbara Spring to move the next Litchfield Housing Authority meeting to Bantam Falls. Motion seconded by Cheryl Stoughton. Motion Passed.

Financial Report:

Jim Simoncelli Jr. will email Financial Report to commissioners.

Inspection of Grounds:

Jim Simoncelli Jr. presented letter signed by three residents that requested permission to take care of the gardens behind the community room. Barbara Spring made motion to have the three residents take care of the gardens behind the community room. Motion seconded by Tom McClintock. Motion Passed.

Bob Miller stated that the siding at Bantam Falls was cleaning by a resident at Bantam Falls and it looks very good.

Bob Miller brought up concern that USA Hauling has damaged the wooden fence the surrounds the recycling bin at Bantam Falls. Jim Simoncelli Jr. will bring the concern to the attention of USA Hauling.

Bob Miller brought up concern about the rocks that surround the gardens in front of the building at Bantam Falls. Motion made by Tom McClintock to have Richard King remove the rocks that surround the gardens neat the entrance to Bantam Falls. Motion seconded by Bob Miller. Motion passed.

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Motion made by Barbara Spring to have resident in unit #8 at Bantam Falls paint the Bantam Falls sign. Motion seconded by Cheryl Stoughton. Motion passed.

Unfinished Business:

A. 2014 Audit

- a. The Litchfield Housing Authority is waiting on the completion of the audit from Maletta & Company.

B. LHA Website

- a. Thomas Simoncelli will look into both wix.com and Godaddy.com and provide cost associated with both.

C. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. will contact Scoville plumbing and set up a date that the furnace pumps will be replaced.

D. Solar Panels at Bantam Falls

- a. Tom McClintock will try and set up appointment to meet with solar contractor regarding Bantam Falls.

E. Yearly Inspections of Bantam Falls and Wells Run

- a. Inspections will be conducted sometime in fall.

F. LHA Policies and Procedures

- a. Key Policy - Tabled
- b. Billable Charges - Tabled
- c. After Hours Emergency Contact Policy - Tabled

New Business:

A. Litchfield Town Code of Ethics – Sandra Becker handed out Code of Ethics Town Litchfield to all commissioners for their review.

B. Window Film – Tom McClintock presented different window film options for the windows at Bantam Falls. Motion made by Bob Miller to have tom research cost for

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upstairs hallway and common areas. Motion seconded by Barbara Spring. Motion passed.

Tabled Items:

A. Attic Vents at Bantam Falls

a. Tabled.

B. Organizing Building Plans for Bantam Falls and Wells Run

a. Post notice to see if residents would volunteer to help organize building plans.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed.

Meeting adjourned at 3:29PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority