

Tuesday, August 23, 2016

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING AUGUST 23, 2016 BANTAM FALLS

Called to order at 1:07 PM by Chairperson Sandra Becker

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

Commissioners absent: Barbara Spring

Tenant's present: Peggy Isley (unit #21), Mary Curtis (unit #4), Don Palmer (unit #35), Jean Adams (unit #7), Les Bellmay (unit #2)

**Minutes:**

Corrections to minutes from August 9, 2016;

On page one, in the motion under Minutes, "August 9, 2016" should be replaced with "July 26, 2016"

On page two in the second paragraph under C. Other, the following should be added to the end of the existing paragraph. "Applicants for the Union Savings Bank Grant had to have an education component, therefore making the LHA not eligible for the grant. The Litchfield Housing Authority will apply again next year."

Motion made by Tom McClintock to accept the minutes from August 9, 2016 as amended. Motion seconded by Bob Miller. Motion passed.

**Tenant Comments/Questions:**

Multiple residents commented on how well the roofing project is going and that the work looks nice.

**Tenant Commissioner Report:**

Ruth Torizzo mentioned that another resident at Bantam Falls approached her and that resident wanted to thank the Board of Commissioners for all of their hard work throughout the grant process and that it is greatly appreciated.

**Bills and Communications:**

Jim Simoncelli Jr. mentioned that the resident in unit #31 at Bantam Falls submitted a thank you card to the Board of Commissioners, thanking them for all of their hard work in relation to the grant.

Jim Simoncelli Jr. stated that he will be meeting with the Eagle Scout and a trail building expert from White Memorial to discuss the trail that will be built at Wells Run.

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**Private Grants / Fundraising:**

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that the construction on the roof is going very well and that because of the very nice weather the workers are able to move quickly. Jim Jr. reminded all residents to be aware that certain building doors will be closed off due to the workers on the roof and that those doors will be re-opened as quickly as possible.
2. Jim Simoncelli Jr. stated that the insulation upgrading in the attic at Bantam Falls is also going very well and that they are almost complete.
3. Jim Simoncelli Jr. stated that the boiler replacement project is going very smoothly and that West State Mechanical is completing different aspects of the job as the parts come in.

B. Seherr-Thoss Grant

1. Jim Simoncelli Jr. stated that the new door for the maintenance room has been completed and it looks great. The work on the new heating system will be completed in the next few weeks.

C. Other

1. No other grant opportunities at this time.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that the shut off valve supplying water to units A2 and A3 at Wells Run is leaking and needs to be replaced. Jim Jr. will organize the plumber and carpenter to remove the damaged area, fix the shut off value, and rebuild the removed area.

Jim Simoncelli Jr. mentioned that all of the tree removal work at Wells Run has been completed and that it looks great.

Jim Simoncelli Jr. stated that the waiting list at Bantam Falls has about 20 people on it and that a unit has not been rented in over 9 months. Jim Jr. also stated that the waiting list at Wells Run is about 6 people. Jim Jr. suggests that the waiting list at Bantam Falls be closed as of September 1, 2016 and that the Litchfield Housing Authority advertise for Wells Run. Motion made by Tom McClintock to close the Bantam Falls waiting as of September 1, 2016 and to advertise for Wells Run. Motion seconded by Bob Miller. Motion passed.

**Financial Report:**

Jim Simoncelli Jr. distributed the 2<sup>nd</sup> Quarter Financial Statement ending 6/30/16.

Motion made by Tom McClintock to accept the 2<sup>nd</sup> Quarter Financial Statement ending 6/30/16 as presented. Motion seconded by Bob Miller. Motion passed.

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Jim Simoncelli Jr. distributed a revised copy of the July Financial Report which consisted of the following reports; Transaction List by Vendor July 2016, Statement of Cash Flows YTD 2016, and Bank Balance Statement YTD 2016.

Motion made by Tom McClintock to accept the July 2016 Financial Report as revised. Motion seconded by Ruth Torizzo. Motion passed.

**Inspection of Grounds:**

An inspection was not completed.

**Unfinished Business:**

A. LHA Policies and Procedures

1. Lease – Jim Simoncelli Jr. mentioned that he spoke with LHA Attorney to add in two provisions to the lease, first adding in a provision regarding the sprinkler system at each facility and the second provision containing language regarding non-qualifying residents (live-in aids, partners, etc.).
  - i. Motion made by Bob Miller to accept the new lease including the two provisions regarding the sprinkler system and non-qualifying residents. Motion seconded by Tom McClintock. Motion passed.
  - ii. Motion made by Tom McClintock to distribute the lease to all residents September 15, 2016 and requiring the lease to be signed and returned by October 1, 2016. Then having a copy of the signed lease returned to each resident by November 1, 2016. The lease will become effective to all current residents January 1, 2017. Motion seconded by Bob Miller.
  - iii. Motion made by Tom McClintock to outsource the printing and copying of the lease to a local print shop. Motion seconded by Bob Miller. Motion passed.
2. Rules and Regulations – Nothing to report at this time.
3. Smoking Policy – Nothing to report at this time.
4. Tenant Handbook – Nothing to report at this time.
5. Mission Statement – Nothing to report at this time.
6. Policy Violation Fee – Nothing to report at this time.
7. Unit Modification Policy – Jim Simoncelli Jr. distributed a draft of the Unit Modification Policy to all commissioners. Jim Jr. will make minor changes to the policy and bring a second draft to the next monthly meeting.

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B. LHA Security

1. Jim Simoncelli Jr. reported that the camera installation at Wells Run has started.

C. Rent Increase at Well Run

1. Nothing to report at this time.

D. Rent Increase at Bantam Falls

1. Nothing to report at this time.

E. Shed at Wells Run

1. Jim Simoncelli Jr. will contact the Barn Yard and start the discussion regarding replacing the shed at Wells Run.

**New Business:**

**Tabled Items:**

A. Residents Service Coordinator

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