

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING SEPTEMBER 12, 2017

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), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenant's present: Jean Adams, (Unit 7), and Peggy Isley (Unit 21)

**Minutes:**

Corrections to minutes from Regular Meeting on August 22, 2017.

On the second page under Report of Executive Director, the phrase "nothing found in the water" should be replaced with "no hazardous bacteria or metals were found in the water".

Motion made by Barbara Spring to accept the minutes from August 22, 2017 as amended. Motion seconded by Bob Miller. Motion passed.

**Tenant Comments/Questions:**

Jean Adams mentioned that Roger Newbury is coming to Bantam Falls to do a presentation on hypno-tapping. Jean stated he waived his fee for the presentation. She is looking forward to this event as are all the tenants.

**Tenant Commissioner Report:**

Ruth Torizzo spoke in detail regarding the September seminar which will include Roger Newbury who is a certified hypnotist and will performing hypno-tapping. Roger has over twenty years of experience as a practitioner in the field.

Ruth Torizzo also mentioned that the pot luck dinner that took place in the community room at Bantam Falls was a success and that 14 people were in attendance.

**Bills and Communications:**

Jim Simoncelli Jr. mentioned that Ruth Torizzo submitted a letter of intent to remain as Tenant Commissioner for the Litchfield Housing Authority.

Jim Simoncelli Jr. mentioned that the date for the dedication ceremony for the Bantam Falls grant work will be within the week of October 23<sup>rd</sup>, 2017. Jim will confirm the date with Nancy Wagner at L. Wagner & Associates.

Sandra Becker mentioned that a meeting was held in the Litchfield Town Hall regarding funding options for the roofing at Wells Run. In attendance were First Selectman Leo Paul, Larry Wagner from L. Wagner & Associates, Chairperson Sandra Becker and Executive Director Jim Simoncelli Jr.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Site Work – Jim Simoncelli Jr. mentioned that all the lines in the parking lot at Bantam Falls were re-painted.

B. Seherr-Thoss Grant –

1. Jim Simoncelli Jr. will complete the application due October 1<sup>st</sup>, 2017 for the roofing project at Wells Run.

C. Pre-Transaction Critical Needs

Nothing to report at this time.

D. Other

**Report of Executive Director:**

Jim Simoncelli Jr. stated that after recent concerns regarding the heat at Bantam Falls, Jim confirmed that all boilers are operating correctly. Jim continued by stating that the boiler temperature fluctuates based upon outside air temperature, therefore making them function as efficiently as possible.

Jim Simoncelli Jr. ordered samples of “Stove Top Fire Stop” which are automatic fire suppressors meant to extinguish stove top fires, and presented them to the board. Jim will research their effectiveness and cost and will present that report at the next meeting.

Jim Simoncelli Jr. mentioned that the picnic tables for Wells Run were assembled and currently being painted.

Jim Simocelli Jr. spoke about the Conn-Nahro Convention he attended August 27<sup>th</sup> through August 30<sup>th</sup>. The seminars he attended included Portfolio Security Manager, Active Shooter, Rent Stratification, Waiting List Management, Mentoring for Commissioners, and Reasonable Accommodations.

**Financial Report:**

Gwen Burgess from Accounting & More presented the Semi-Annual Affidavit for Financial Statements for the period ending June 30, 2017, which included the following; Interim Statement of Operations, Balance Sheet, and Projected Annual Operating Budget. Gwen Burgess also presented additional reports which included Budget vs. Actuals, Profit and Loss, Profit and Loss by Class and Budget Overview.

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

*(Ruth Torrizzo left at 3:00)*

**Inspection of Grounds:**

The grounds at Bantam Falls were weeded and the trees and shrubs were trimmed.

**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 – Jim Simoncelli Jr. will be looking into re-keying the units at Bantam Falls.
2. Security System - Jim Simoncelli Jr. met with Intellibeam regarding outside cameras for Bantam Falls and Wells Run. Jim will bring the quote for each property from Intellibeam to the next board meeting.

C. Shed at Well Run

1. Nothing to report at this time.

D. Paint Hallways at Bantam Falls – Nothing to report at this time.

**New Business:**

**Tabled Items:**

**Executive Session:**

Executive session was not entered.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Bob Miller. Motion passed.  
Meeting adjourned at 3:30 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority