

Tuesday, September 27, 2016

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING SEPTEMBER 27, 2016 WELLS RUN

Called to order at 1:05 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: CarolAnn Winegar (unit G2)
Carol Bournival (unit F3) arrived at 2:15 – left at 2:30
Thomas Fabbri (unit E3) arrived at 2:20 – left at 2:30
Connie Matzko (unit C1) arrived at 2:20 – left at 2:30

Minutes:

Corrections to minutes from September 13, 2016;

On page one in the third paragraph under Minutes, “replace” should be replaced with “replaced”.

On page one in the first paragraph under Commissioner Elections, “new state of officers” should be replaced with “new slate of officers”.

On page one Tenant Comments/Questions, “No tenant comments are questions” should be replaced with “No tenant comments or questions”.

On page one under in the second line under Tenant Commissioner Report, “well-being check is” should be replaced with “well-being check is advised” and in the third line, “an office comes” should be replace with “an officer comes”.

On page two in the last line of the third paragraph under Report of Executive Director, “Jim Jr. briefly discuss each workshop” should be replaced with Jim Jr. briefly discussed each workshop”.

One page three in the first paragraph under LHA Policies and Procedures, “Wells Run of Bantam Falls office” should be replaced with “Wells Run office or the Bantam Falls office”.

Motion made by Barbara Spring to accept the minutes from September 13, 2016 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

CarolAnn Winegar from unit G2 at Wells Run presented a note dated April 2016 which listed multiple items from the inspection when she moved into Wells Run. She wanted the note put into her file and kept on record.

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Carol Bournaval presented a request stating that multiple residents want certain amenities replaced or added to the community room. The request was signed by 4 Wells Run residents. Executive Director Jim Simoncelli Jr. will respond to the request in writing and send the response to each resident who signed the request.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. mentioned that the cost of the current plumber is getting very expensive and things that the LHA should get different prices on servicing Bantam Falls and Wells Run. Jim will report back to the Board with those prices. Jim Jr. is waiting on the agreements to be signed by the residents in F building.

Jim Simoncelli Jr. stated that he distributed a Mice Treatment Agreement to all residents in F Building at Wells Run. The Agreement stated the procedure the Litchfield Housing Authority will be taking to remedy the building of mice. The Agreement and treatments were suggested by Torrington Area Health.

Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that the construction on the roof is almost complete. The heat wires need to be re-attached to the roof.
2. Jim Simoncelli Jr. stated that the insulation upgrading in the attic at Bantam Falls is complete.
3. Jim Simoncelli Jr. stated that the boiler replacement project is going very smoothly and only final adjustments to the system are required.
4. Jim Simoncelli Jr. reported that the Site Improvement project went out to bid and two bidders bid on the project. After Ken Hrica (engineer) and Nancy Wagner (Wagner Associates) review the bids Jim Jr. will report back to the Board of Commissioners.

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 has also been completed.

C. Other

1. No other grant opportunities at this time.

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Report of Executive Director:

Jim Simoncelli Jr. reported that LHA needs to get a service contract for the Bantam Falls boilers and heating system. Jim Simoncelli Jr. will get a service contract to review with the Board from West State Mechanical who installed the new boilers and hot water heaters.

Jim Simoncelli Jr. provided the following update regarding the vacancy's at Wells Run;

D4 – Servpro has cleaned unit multiple times, unit is currently ready to paint. A new refrigerator and range have been ordered.

E1 – Unit has been cleaned and painted by LHA staff. Carpet install will be within a week. Rented as of November 1, 2016.

G4 – Contents remain in unit. Jim Jr. contacted family and the contents will be removed within the next two weeks.

Jim Simoncelli Jr. stated the LHA leaf blower used at Wells Run is no longer operational. Jim Jr. stated that the blower is about 25 years old. Jim Jr. will look at the selection at True Value of Litchfield.

Jim Simoncelli Jr. mentioned that the State of Connecticut is offering a new training to housing authorities. The new training is Connecticut Housing Manager Certificate Series. The training is made up of 5 full day training sessions. Motion made by Tom McClintock to send Jim Simoncelli Jr. to all trainings so he can become a CT Housing Manager. Motion seconded by Barbara Spring. Motion passed.

Financial Report:

No financial reports were distributed.

Jim Simoncelli Jr. mentioned that the LHA Accountant Gwen Burgess and he attended a training in Rocky Hill, CT regarding the conversion to the new (GAAP) accounting. Jim Jr. mentioned that the seminar was very informative and that he received a lot of information regarding the new accounting system. The new spreadsheet for state reports and the conversion manual are supposed to be distributed to all housing authorities by the end of September 2016.

Inspection of Grounds:

Commissioners looked at the new heating system in the maintenance room at Wells Run.

Unfinished Business:

A. LHA Policies and Procedures

1. Lease – Jim Simoncelli Jr. will bring all leases that have been returned to the print shop to get copied in early October 2016 and distribute a signed copy of the lease back to each resident.
2. Rules and Regulations – Nothing to report at this time.
3. Smoking Policy – Jim Simoncelli Jr. has send a draft of the smoking policy to the LHA attorney for his review.

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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 – Nothing to report at this time.

B. LHA Security

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

C. Rent Increase at Well Run

1. Jim Simoncelli Jr. will speak with the LHA CHFA Asset Manager regarding the rent increase.

D. Rent Increase at Bantam Falls

1. Jim Simoncelli Jr. will speak with the LHA CHFA Asset Manager regarding the rent increase.

New Business:

Tabled Items:

A. Residents Service Coordinator

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:54 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority