

Tuesday, June 9, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JUNE 9, 2015 BANTAM FALLS

Called to order at 1:08 PM by Chairperson Sandra Becker

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

Commissioners absent: Barbara Spring

Tenants present: Don Palmer (unit #35)

Minutes:

Correction to the minutes of Regular Meeting on May 26, 2015;

On the second page in the second paragraph under Report of Executive Director, “Jim Simoncelli Jr. stated that he received that medical expenses” should be replaced with “Jim Simoncelli Jr. stated that he received medical expenses”.

One the third page in the second line under Social Worker for LHA, “housing authority’s” should be replaced with “housing authorities”.

Motion made by Tom McClintock to accept the minutes from May 26, 2015 as amended. Motion seconded by Cheryl Stoughton. Motion passed.

Tenant Comments/Questions:

No tenant comments or questions at this time.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. reported that he has reached out to multiple vendors that will collectively remove the CO2 fire suppression system in the mechanical room at Bantam Falls. Jim Jr. continued to state that is will be less expensive if multiple vendors remove the system then when it was originally quoted. Jim Jr. will organize a time when all vendors can be present at the same time to remove the system.

Jim Simoncelli Jr. stated that the Litchfield Housing Authority has received a bill from Red Hawk Fire and Security from when the smoke detector in the upstairs hallway at Bantam Falls failed multiple times in one day. The bill was over \$700.00 and the system was inspected 3 days earlier. Jim Jr. will look into other monitoring options for the system at Bantam Falls.

Tuesday, June 9, 2015

Sandra Becker stated that she spoke with the Secretary of the Litchfield Cemetery and asked her what some of the rules and guidelines are for visiting the cemetery. Sandra stated that she was informed that the cemetery is open dawn to dusk and there is no loitering when visiting the cemetery. Sandra continued by stating that we have a resident at Wells Run that has been seen “hanging out” at the cemetery. Sandra Becker and Jim Simoncelli Jr. will review these rules with the resident.

Private Grants / Fundraising:

A. Small Cities Grant

- a. Nothing to report at this time.

B. Other

- a) Jim Simoncelli Jr. will be working on the Thomaston Savings Bank Grant. The due date for the grant is June 30, 2015. Motion made by Tom McClintock to ask for a new hot water heater for the Community Room at Wells Run. Motion seconded by Bob Miller. Motion passed.

Report of Executive Director:

Jim Simoncelli Jr. stated that recently there has been a lot of misinformation going around Bantam Falls. Jim Jr. asked the residents that were present at the meeting to please forward this message to all other residents. Jim Jr. continued by stating that if residents have a question or concern about anything that they need to come into the office. Jim Jr. stated that residents should not broadcast information if they are not positive they are correct.

Jim Simoncelli Jr. stated that he believes that no residents should be allowed in the maintenance room without permission from himself or Sandra Becker (Chairperson). Jim Jr. stated that on multiple occasions he has entered the maintenance room and found residents in there. Motion made by Bob Miller to post an “authorized personnel only” sign on the maintenance room door and to keep the room locked. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. stated that there is a resident that recently moved in to Wells Run that stated on his application that he was a non-smoker who was seen smoking on Wells Run property. Jim Jr. and Sandra Becker will meet with the residents to discuss this matter.

Jim Simoncelli Jr. stated that there will be another vacancy at Bantam Falls. Jim Jr will rent the unit as soon as possible.

Jim Simoncelli Jr. stated that CHFA’s Annual Site Visit is scheduled for June 19, 2015. Litchfield Housing Authority’s Asset Manager Mentor Ameti will conduct the site visit. Jim Simoncelli Jr. will provide him will all required documents.

Tuesday, June 9, 2015

Jim Simoncelli Jr. stated that the American Legion will be getting quotes from different contractors to remove the kitchen hood in the maintenance room at Bantam Falls. Don Palmer (resident in Unit #36) will keep the Litchfield Housing Authority informed throughout the process.

Jim Simoncelli Jr. stated that he met with Demetrios Panteleakis from Connecticut Green Bank. Demetrios stated that he wants to organize a complete energy audit for the Litchfield Housing Authority. CT Green Bank will analyze all aspects of energy (electricity usage, water usage, solar, etc.). Jim Jr. will organize the energy audit and give an energy report at the next Board Meeting.

Financial Report:

Jim Simoncelli Jr. distributed the following reports as part of the Financial Report for May 2015; Bank Balance Statement, Statement of Cash Flows, and Transaction List by Vendor. Motion made by Tom McClintock to accept the Financial Report for May 2015 as presented. Motion seconded by Bob Miller. Motion passed.

Inspection of Grounds:

Bob Miller stated that the weeds in the sidewalk at Bantam Falls need to be removed.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. See last paragraph under Report of Executive Director.

B. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Jim Simoncelli Jr. stated that he will have the second draft of the Litchfield Housing Authority Lease at the next Board Meeting.
- c. Rules and Regulations – Nothing to report at this time.
- d. Smoking Policy – Nothing to report at this time.
- e. Tenant Handbook – Nothing to report at this time.

C. Energy Saving Measures

- a. Community Room at Wells Run & Bantam Falls
 - i. See last paragraph under Report of Executive Director.

D. Facility Plans

Tuesday, June 9, 2015

- a. Jim Simoncelli Jr. reported that he dropped off the Wells Run building plans to Lisa Losse at the Litchfield Town Hall.

E. STIF Account

- a. Motion made by Bob Miller to set up auto bill pay the LHA's bank to send \$400.00 per month to the LHA's investment fund. Motion seconded by Tom McClintock. Motion passed.

F. Social Worker for LHA

- a. Nothing to report at this time.

New Business:

Tom McClintock stated that the dryer vents at both Bantam Falls and Wells Run should be cleaned out and that it should be done at least every couple of month. Jim Jr. will have all dryer vents cleaned out.

Tabled Items:

A. Window film at Bantam Falls

B. Toilets at BF and WR

- a. See last paragraph under Report of Executive Director.

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed.
Meeting adjourned at 2:48 PM.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority