

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING JANUARY 22, 2013 BANTAM FALLS

Called to order at 1:06 by Barbara Spring

Commissioners present: Barbara Spring, Sandra Becker, Bob Miller, Cheryl Stoughton (tenant representative), maintenance person Bob Lajoie, Bantam Falls resident Trisha Lapidus (unit #11), Executive Director Jim Simoncelli Jr.

**Minutes:**

Corrections from minutes on January 15, 2013; in second paragraph word precious should be previous, in the private grant paragraph should be a w not W, under financial report should be rate change not rate chance, and under b) should be two not to.

Bob Miller made a motion to except the minutes from January 15, 2013 meeting. Motion was seconded by Cheryl. Motion passed.

**Maintenance Report:**

Bob Lajoie reported that unit #36 at Bantam Falls will be ready to rent as soon as a part comes in for the shower and the shower gets fixed. Unit #25 will be ready to rent as soon as the carpet gets shampooed. Bob Lajoie also reported that unit #16 needs a lot of work and that he will be working on the unit for the next couple of weeks. Bob Lajoie mentioned that the roof wire heater (which melts the snow and ice on the edge of the roof) was not working above unit #'s 19 and 21. He will investigate the problem when it snows again before calling to get it fixed.

Barbara Spring and Bob Miller talked to Bob Lajoie about his time sheets. They told him that he needs to take a lunch break during the day or short breaks every 4 hours.

**Site Inspection:**

Visited unit #36 and unit #25 to see Bob Lajoie's work on the units. The stoves in those units will remain because they are in excellent condition. Visited unit #16 to see the condition of the unit. Bob Lajoie will be working on the unit so it will be ready to rent in the upcoming weeks.

**Tenant Commissioner Report:**

Cheryl Stoughton reported that George in unit #33 has been wandering around the building. Sunday, January 18, 2013 he wandered into Michael Mackaluk's apartment and Michael hit George in the face. Cheryl called George's daughter and she came out to Bantam Falls. Michael was also very aggressive toward the daughter. Michael still has George's glasses that fell off during the altercation. Jim Simoncelli Jr. spoke with the daughter on Sunday and strongly suggested that she call the police. She never called the police.

Jim Simoncelli Jr. will send a letter to George's family to notify them about the severity of the issue and he will request a written plan be put in place for George if he is to stay at Bantam Falls.

Jim Simoncelli Jr. will notify Micheal's Daughter about when he hit another resident and that he has been very aggressive toward other residents

**Bills & Communications:**

Bob Miller made motion to allow Jim Simoncelli Jr. to make decisions on contractors. Motion was seconded by Cheryl. Motion Passed. Bob Lajoie will also notify Jim before calling any contractors.

**Private Grants:**

Cheryl and Jim Jr. will go around to all Bantam Falls units to see who has new stoves, old stoves, and old stoves that are in good condition. Jim Jr. will then get the required two bids on the new stoves. Previous bids have been from Dick Cooper, Sears, and Crowley. Deadline is April 1, 2013 for consideration May 1, 2013.

**Report of Executive Director:**

Jim Jr. will look into getting a new printer from Staples as soon as we get our tax exempt card.

**Financial Report:**

Bob Miller told Jim Simoncelli Jr. what reports he needs to view at each meeting.

**Unfinished Business**

- A) Painting Bantam Falls
  - a. Unit #26 must be notified of all chemicals in paint. Must be 2 weeks notification.
  - b. Motion made by Bob Miller to go with contractor Craig Simons to paint the second floor and the ceiling at a price of \$3200. Motion seconded by Barbara Spring. Motion Passes
    - i. Jim Jr. will get the license and insurance information to on Craig Simons to put on file
- B) Alarm system at Bantam Falls
  - a. Nothing to report at this time
- C) Insurance / Pets / Liability
  - a. Nothing to report at this time
- D) Smoking in units for medical reasons
  - a. Nothing to report at this time
- E) Ladder for oil tank at Bantam Falls
  - a. Bob Miller spoke with Jack Healy and the town garage will make a ladder at no charge for the oil tank.
- F) Bantam Falls furnace contract proposal
- G) Waiting list
  - a. Barbara Spring, Sandra Becker, and Jim Simoncelli Jr. will meet as a sub-committee to discuss waiting list.

Bob Miller made a motion to adjourn meeting. Motion seconded by Sandra Becker. Motion Passed. Meeting adjourned at 3:59.

Jim Simoncelli Jr., Executive Director