

Tuesday, March 26, 2013

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING MARCH 26, 2013 BANTAM FALLS

Called to order at 1:03 by Chairperson Barbara Spring

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

Tenants present: Socorro Rickevicius Unit #23

Minutes:

Correction to minutes on March 12, 2013. In sentence about Harry's years of service, word year needs to be years. Motion made by Tom McClintock to accept minutes from March 12 meeting. Motion seconded by Sandra Becker. Motion Passes.

Maintenance Report:

Bob Lajoie went through his time sheets and explained what he did on a day to day basis. Jim Simoncelli Jr. asked him to be more specific when writing his description of tasks.

Bob Lajoie also went through each maintenance request form and explained what jobs he had completed. Bob called roofer company to snake drain, changed light bulbs in multiple units, and fixed door knob in unit 5.

Bob will move equipment that is leaning against garage door so that the snow blower owned by Universal Maintenance will fit in the garage.

Tenant Concerns

George Stepien from unit #22 wrote a letter to the LHA board members about the dog that is across the hall in unit #23 and that it is constantly barking. Resident Socorro Rickevicius from unit #23 was present at the meeting. Socorro Rickevicius told the board that she would be willing to move to another unit to alleviate the problem. Bob Miller made motion to have Socorro Rickevicius move to unit #29, which is currently vacant. Motion seconded by Cheryl Stoughton. Motion passed and Socorro Rickevicius will move to unit #29.

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Tenant Commissioner Report:

Red Hawk Security will inspect new system April 3rd at 7:00am. Jim Simoncelli Jr. will call Red Hawk to verify appointment.

Resident in apartment #36 had to leave building when the cleaning service was in unit #29. Jim Simoncelli Jr. will notify her of any chemicals being used in that wing of the building

Bills and Communications

Barbara Spring and Jim Simoncelli delivered the letter to resident in unit C1 about harassing other resident.

Jim Talked to painter Craig Simons and will get bid on repainting unit #29 with one coat on all walls and painting of the ceiling. Motion made by Bob Miller to have Craig Simons paint unit #29. Motion seconded by Tom McClintock. Motion Passed.

Private Grants:

Sandra Becker passed out preliminary letter to Seherr-Thoss for commissioners to approve. Sandra Becker will hand in application to Seherr-Thoss before April 1. Motion made by Bob Miller to accept Sandra Becker's application. Cheryl Stoughton seconded motion. Motion passed.

Report of Executive Director:

Jim Simoncelli Jr. filled units #25 and F1.

Jim will write reminder notice to residents about late fee when not paying your rent on time.

Barbara Spring will check with the town hall and find out if the locations of LHA meetings can be changed. She will find out if all dates scheduled for Wells Run can be moved to Bantam Falls and all dates scheduled for Bantam Falls can move to Wells Run.

Financial Report:

Jim Simoncelli Jr. handed out financial report to all commissioners. Tom McClintock made motion to accept financial report. Cheryl Stoughton seconded motion. Motion passed.

Site Inspection:

LHA commissioners went to look at the work that was just completed in unit #29 and looked that the fire door upstairs.

Unfinished Business:

- A. Painting Bantam Falls
 - a. Painting is complete
- B. Insurance / Pets / Liability
 - a. Nothing to report at this time
- C. Smoking in units for medical reasons
 - a. Nothing to report at this time.
- D. Ladder for oil tank at Bantam Falls
 - a. Nothing to report at this time.
- E. Bantam Falls furnace contract proposal
 - a. Nothing to report at this time.
- F. Waiting list
 - a. Nothing to report at this time
- G. On-Site Insight Inspection
 - a. Nothing to report at this time.
- H. Pay Raise
 - a. Bob Miller made motion to raise Jim Simoncelli Jr.'s monthly salary from \$2000 to \$2300. Motion Seconded by Sandra Becker. Motion Passed.
 - b. Bob Miller made motion that a performance bonus will be granted, at the end of the year to Bob Lajoie and Jim Simoncelli. This motion will be depended on a budget surplus. Motion seconded by Tom McClintock. Motion passed.
- I. A-3
 - a. Jim Simoncelli Jr. will get bids on the ramps outside the backdoor of A building at Wells Run. Contractors that will be asked for bids will be Deacon Construction, Doyle's medical supply, and Towne Construction.

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J. Accountant

- a. Nothing to report at this time.

New Business

A. Lawyer

- a. Sandra Becker will call local lawyer to take on eviction concerns at both Bantam Falls and Wells Run.

B. Fire Door at bantam Falls

- a. Jim Simoncelli will talk to fire marshal and ask him who to contact to fix the problem.

C. Pet owners

- a. Jim Simoncelli will hand out notice to residents

D. Non – smoking

- a. Jim Simoncelli will hand out notice to residents

E. Utility allowance at Wells Run

- a. Bob Miller mad emotion to table utility allowance until a rent increase is discussed. Motion seconded by Sandra Becker. Motion passed.

Tom McClintock made motion to adjourn meeting. Cheryl Stoughton seconded motion. Motion Passed. Meeting adjourned 4:16.