

Tuesday, November 24, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING NOVEMBER 24, 2015 WELLS RUN

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Tom McClintock, Barbara Spring, Ruth Torizzo and Executive Director Jim Simoncelli Jr.

Commissioners absent: Robert Miller

Minutes:

Corrections to minutes from November 10, 2015;

The date at the top of the Minutes is incorrect and should be changed to “November 10, 2015”

On page one in the first line of the first paragraph under Bills and Communications “Wells Run community room”, should be replaced with “Wells Run community house”.

On page two in the second line of the last paragraph under Report of Executive Director, “Litchfield sewer commission” should be replaces with “Litchfield Sewer Commission”.

Motion made by Barbara Spring to accept the minutes from November 10, 2015 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

No tenant were present at meeting.

Tenant Commissioner Report:

Ruth Torizzo brought up concern that there is no one at Bantam Falls that has a key to be used if a resident gets locked out. Motion made by Barbara Spring to give Tenant Commissioner Ruth Torizzo a master key to Bantam Falls, on a temporary basis, until the Litchfield Housing Authority establishes a key policy. Motion seconded by Tom McClintock. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated that the Litchfield Housing Authority has been assigned a new Asset Manager from CHFA (Connecticut Housing Finance Authority). Janet Bonner is the LHA’s new Asset Manager.

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Jim Simoncelli Jr. stated that Litchfield Housing Authority Accountant, Gwen Burgess from Accounting & More LLC. and he will be attending a training titled "Discussion on Budget and Interim Reporting Format for the State Housing Portfolio" on December 8, 2015 from 9:00AM to 12:00PM.

Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that they are waiting on the State of Connecticut to send the Town of Litchfield agreement.

B. LHA Tag Sale

1. Nothing to report at this time.

C. Other

Report of Executive Director:

Jim Simoncelli Jr. stated that unit #34 at Bantam Falls has been rented as of December 1, 2015.

Jim Simoncelli Jr. reported that NYCONN security needs to replace the fire alarm wire between building E and F at Wells Run and replace the sewer alarm panel at Wells Run. Motion made by Tom McClintock to have NYCONN Security install a fire alarm wire (laying it on the ground temporarily) between building E and F and to install a new sewer panel. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. mentioned that when the new carpet was installed in unit #34 at Bantam Falls the workers put a hole in the stairwell wall when transporting the old carpet outside. The workers will be back to repair the wall as soon as possible.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Nothing to report at this time.
3. Rules and Regulations – Nothing to report at this time.

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4. Smoking Policy – Nothing to report at this time.
5. Tenant Handbook – Nothing to report at this time.
6. Mission Statement – Nothing to report at this time.
7. Policy Violation Fee – Nothing to report at this time.

B. Facility Plans

1. Nothing to report at this time.

C. LHA Security

1. Jim Simoncelli Jr. stated that three cameras have been installed at Bantam Falls. Three more cameras will be installed in the coming weeks.

New Business:

Tabled Items:

- A. Bantam Falls Back Gardens (Wamogo Program)
- B. CT Green Bank (Wells Run)
- C. Steam Clean Bantam Falls Carpet

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:33 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority