

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING FEBRUARY 12, 2013 WELLS RUN

Called to order at 1:05 by Barbara Sping

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

Absent: Sandra Becker

**Minutes:**

Cheryl asked Jim Simoncelli Jr. to set up a meeting to go through Bantam Falls and create list of new and old stoves for the Sherr-Thoss grant.

Bob Miller made motion to accept the minutes from January 22, 2013 regular meeting at Bantam Falls. Cheryl Stoughton seconded the motion. Motion passed.

**Maintenance Report:**

Jim Simoncelli Jr. discussed the clean-up from the last storm. Jim brought up that the tractor at Wells Run just broke down and Jim Simoncelli Sr. was in the process of fixing it in preparation for upcoming storms. Jim Jr. will also gather information about leasing a bigger tractor during the winter months to help with the winter clean-up. Jim Simoncelli Jr. will call Universal Maintenance and have contingency plan or backup plan for Wells Run to do the winter clean-up if equipment breaks down.

Bob Miller will get someone to maintain and service the small generator at Wells Run.

Unit F3 at Wells Run had the power shut off and Barbara Spring will contact our asset manager Wilma Ramos and ask her how to handle that situation.

**Site Inspection:**

No site inspection

**Tenant Commissioner Report:**

Cheryl Stoughton reported that the fire extinguishers were checked at Bantam Falls, Bob Lajoie got keys made for unit #25, and that Dick Cooper came and took the stove from unit #16. Cheryl also mention that she knows somebody that might be interested in helping part-time at Bantam Falls on an on call basis. Cheryl gave Jim Simoncelli Jr. his information.

**Bills & Communications:**

Nothing to report at this time.

**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 Simoncelli Jr. discussed residents coming into unit #16 and #36 and he has meeting with potential resident in unit #25.

**Financial Report:**

Bob Miller told Jim Simoncelli Jr. to try and recreate the reports that the last Property Manager Don Hill did for the next meeting.

**Unfinished Business**

## A) Painting Bantam Falls

- a. February 25<sup>th</sup> is the start date for the painting at Bantam Falls.
- b. Motion made by Bob Miller to have painter Craig Simons paint the foyer at the entrance of Bantam Falls at a price of \$275. Motion seconded by Cheryl Stoughton.
  - 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. The installation of the alarm system at Bantam Falls was completed in early February.

## 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. Nothing to report at this time.

## F) Bantam Falls furnace contract proposal

- a. Mark from J&M Plumbing will send in contract to Jim Simoncelli.

## G) Waiting list

- a. Nothing to report at this time

## H) On-Site Insight Inspection

- a. Bob Miller made motion that he will review the On-Site Insight preliminary report and contact Barbara spring and Cheryl to verify information. After reports are reviewed he will contact Jim Simoncelli Jr. so he can contact On-Site Insight so they can accept report and send it into CHFA. Motion seconded by Cheryl. Motion passes.

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

Jim Simoncelli Jr., Executive Director