

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 26 , 2013 BANTAM FALLS

Called to order at 1:06 by Chairperson Barbara Sping

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

Tenants present: Ruby Crow from unit 12 and Patricia Lapidus from unit 11

Others present: Chris Hogrefe the son of George Hogrefe in unit 33 and Tom McClintock

**Minutes:**

Motion made by Cheryl Stoughton to accept the minutes from the regular meeting on February 12, 2013. Motion seconded by Bob Miller. Motion Passed.

**Tenant Concerns:**

The residents that came to the meeting brought a few different concerns to the meeting. The two residents that were present at the meeting, Patricia Lapidus and Ruby Crow, asked the commissioners if the residents could get exercise equipment and put it into one of the common areas. The commissioners responded by telling the two residents that the Housing Authorities insurance company would not allow them to provide exercise equipment because it is too much of a liability.

Chris Hogrefe talked about a few incidents that have happened between his father and another resident at Bantam Falls. Barbara Spring requested that those incidents get put into writing and submitted to the Executive Director, Jim Simoncelli Jr. Chris also informed the board that his family is looking into alternate care and longer hours of aid each day for George Hogrefe.

**Maintenance Report:**

Bob Lajoie reported his progress on unit 16. He reported it was almost complete and he just shampooed the rug, patched the walls, and painted the ceiling. He also reported that the toilet leaks and the shower leaks. A plumber will come in to address those problems.

Bob Lajoie was instructed to only work on the sidewalks if there is a dusting of snow or if the walks need salt applied to melt the ice.

### **Tenant Commissioner Report:**

Cheryl Stoughton reported that Walter Kleinschmidt is no longer going to move into unit #25 at Bantam Falls. Cheryl asked if the housing authority will keep his check or return it. Jim Simoncelli Jr. will be mailing the check back to Walter.

Cheryl asked if a letter had been sent to Seth Muskin about vacating unit #4. Jim Simoncelli Jr. has tried to call him with no answer. He will continue to try and contact him and if he does not contact him by phone a letter will be sent to Seth Muskin giving him a deadline on cleaning out unit #4.

### **Bills and Communications**

Jim Simoncelli Jr. reported that he has not received a bill from Red Hawk Fire & Security or Universal Maintenance. As soon as those bills come in Jim will have them signed and sent out as soon as possible.

Sandra Becker made motion that the Housing Authority allow her to go to Woodbury Pewters to get a commemorative piece for Commissioner Harry Colvocoresses to commemorate his 26 years of service on the Litchfield Housing Authority Board. Motion seconded by Cheryl. Motion passed.

### **Private Grants:**

Sherr-Thoss Update - Jim Simoncelli Jr. has already gotten one bid from Dick Cooper on the ranges he is waiting to receive a written quote on the ranges from Crowley Appliance in Torrington. Jim Simoncelli will also get bids on new carpets for the units at Bantam Falls. The bids will come from Weingold Flooring in Torrington, Royal Carpe in Thomaston, and Litchfield Carpet in Litchfield.

### **Report of Executive Director:**

Jim Simoncelli Jr. reported that he now needs to fill unit #25 at Bantam Falls because the gentlemen that took it backed out. Jim also has a meeting with a potential resident in hopes to fill unit F1 at Wells Run.

Cheryl made motion to add Wells Run Generator to agenda. Motion seconded by Bob Miller. Motion Passed.

Bob Miller will be meeting with Gary Wilson about servicing the generator at Wells Run. Bob Miller made motion to hire Gary Wilson to service generator. Motion seconded by Sandra Becker. Motion Passed.

## **Financial Report:**

Jim Simoncelli Jr. handed out financial report to commissioners. Jim Simoncelli Jr. will also get a notice out to residents of Bantam Falls about the seasonal air conditioning fee at Bantam Falls.

Sandra Becker made motion to go into executive session about personal matters. Motion seconded by Barbara Spring. Motion Passed.

Sandra Becker made motion to leave executive session. Motion seconded by Bob Miller. Motion Passed.

## **Site Inspection:**

During the site inspection, unit #16 was viewed to check on the work on Bob Lajoie. The unit looks very good but the plumber is waiting on parts to fix the toilet and shower. Also during the site inspection the second floor painting was inspected.

## **Unfinished Business:**

### A. Painting Bantam Falls

- a. February 25th is the start date for the painting at Bantam Falls.

### 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. Barbara Spring signed contract with J&M Plumbing and the start date of the furnace work will be March 12, 2013

### F. Waiting list

- a. Nothing to report at this time

### G. On-Site Insight Inspection

- a. Jim Simoncelli Jr. will contact Dave Jackson, representative of On-Site Insight, and discuss the changes that need to be made to the preliminary report.

**New Business:**

A. Pay Raise

- a. Tabled unit next meeting

B. A-3 Wells Run

- a. Resident needs ramp outside backdoor. LHA is waiting on residents daughter to give us grant contact information about a door closer for the community room.

C. Accountant

- a. Bob Miller made motion to have Gwen Burgess of Accounting & More in Litchfield do the bookkeeping. Motion seconded by Barbara Spring. Motion Passed
- b. Motion Made by Bob Miller to have Janet Wortman, LHA's current bookkeeper complete the 1st quarter report. Motion seconded by Cheryl Stoughton. Motion Passed
- c. Bob Miller made motion to have the Litchfield Housing Authority pay for Jim Simoncelli Jr. to take an accounting class on Quickbooks.

Bob Miller made a motion to adjourn meeting. Motion seconded by Cheryl. Motion passed. Meeting adjourned at 4:25.