

Tuesday, April 28, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING APRIL 28, 2015 WELLS RUN

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

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

Commissioners absent:

Tenants present: No tenants were present.

Minutes:

Motion made by Bob Miller to accept the minutes from March 24, 2015 as amended. Motion seconded by Tom McClintock. Two commissioners abstained due to absence. Motion passed.

Corrections to the minutes from April 14, 2015;

On page two in the first line under Bills and Communications “cablevision” should be replaced with “Optimum”.

Motion made by Barbara Spring to accept the minutes from April 14, 2015 as amended. Motion seconded by Tom McClintock. One commissioner abstained due to absence. Motion passed.

Tenant Comments/Questions:

No residents were present at the meeting.

Tenant Commissioner Report:

Cheryl Stoughton brought up that the flag at Bantam Falls is damaged and needs to be replaced. Motion made by Tom McClintock to buy a new American flag for Bantam Falls. Motion seconded by Cheryl Stoughton. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. handed out Board Meeting Requirements and Roberts Rules to all commissioners as a refresher presented to him from Town Clerk Lisa Losee.

Jim Simoncelli Jr. presented three mowing bids for Bantam Falls. The three bids were from Maple Ridge LLC, Universal Maintenance, and Laurel Lawn Care. Motion made by Tom McClintock to go with Maple Ridge LLC for all mowing and spring/fall cleanup for 2015. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. presented two tabled requested from residents in unit #8 and #18 at Bantam Falls. Both requests were to put in concrete walkways from their porches to the existing sidewalk. Jim Simoncelli Jr. stated

Tuesday, April 28, 2015

that he spoke with a representative from Housing Authority Insurance Group who stated in writing that the Litchfield Housing Authority should not allow residents to put in walkways. He continued by stating that the residents do not own the property in which they intend to work on, therefore should be prevented from altering it.

Jim Simoncelli Jr. stated that the insurance company also suggested that all existing walkways be removed for the above mentioned reasons.

Jim Simoncelli Jr. stated that he has received a handful of garden notices and that he will respond in writing in the upcoming week.

Jim Simoncelli Jr. presented a tabled request from resident in unit #21 at Bantam Falls. In the request the resident asked for the Litchfield Housing Authority to paint her bedroom and the window in the bedroom. Jim Simoncelli Jr. stated that the window will be painted as part of the insurance claim. Jim Jr. continued by stating that the Litchfield Housing Authority does not paint occupied units. Jim Jr. will submit a letter to the resident stating that the window will be painted as part of the insurance claim and that the Litchfield Housing Authority will not be painting her bedroom.

Sandra Becker stated that she was approached by an Eagle Scout who wanted to do his Eagle Scout project at Bantam Falls. The Eagle Scout will call Executive Director Jim Simoncelli Jr. regarding the project.

Private Grants / Fundraising:

A. Small Cities Grant

- a. Jim Simoncelli Jr. presented the Small Cities Grant Application to commissioners and stated that it will be kept at the Bantam Falls office.

B. Other

- a) Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli stated that New Opportunities will be replace the unit lighting at Bantam Falls on April 30, 2015 and finishing May 1, 2015.

Jim Simoncelli stated that the resident in unit #9 at Bantam Falls has requested to have her bathroom threshold changed. Jim Jr. continued to state that Weigold Flooring is coming out tomorrow to show him the threshold options.

Tuesday, April 28, 2015

Jim Simoncelli Jr. stated that he met with Building Inspector John Worthington and John stated that the Litchfield Housing Authority building plans should be copied, preserved in plastic and stored in a dark place. Jim Simoncelli Jr. will look into options regarding the preservation of the LHA building plans.

Jim Simoncelli stated that he believes the air conditioning fee needs to be increased. Motion made by Tom McClintock to raise the A/C fee from \$90.00 to \$108.00 for 2015. Motion seconded by Barbara Spring. Motion passed. Jim Simoncelli Jr. will submit a notice to all residents of Bantam Falls stating the change in A/C fee.

Financial Report:

Jim Simoncelli Jr. stated that Gwen Burgess of Accounting and More LLC and he had a conference call with Jason Geel from Maletta and Company and Jason stated that all money contributed to applying for the Small Cities Grant should be taken from the Litchfield Housing Authority STIF account and not the Litchfield Housing Authority operations account. Jim Simoncelli Jr. stated that Barbara Spring authorized a transfer of funds from the STIF account to the operations account to cover the cost associated with the Small Cities Grant.

Jim Simoncelli Jr. presented the following reports as part of the Financial Report for March 2015; Transaction List by Vendor, Bank Balance Statement, and Statement of Cash Flows. Motion made by Barbara Spring to accept the Financial Report as presented. Motion seconded by Tom McClintock. Motion passed.

Inspection of Grounds:

The commissioners inspected the laundry room floor at Wells Run.

Unfinished Business:

- A. Solar Panels at Bantam Falls
 - a. Nothing to report at this time.
- B. LHA Policies and Procedures
 - a. Key Policy – Nothing to report at this time
 - b. Lease – Nothing to report at this time.
 - c. Rules and Regulations – Nothing to report at this time.
 - d. Smoking Policy – Nothing to report at this time.
 - e. Tenant Handbook – Nothing to report at this time.
- C. Energy Saving Measures
 - a. Community Room at Wells Run & Bantam Falls

Tuesday, April 28, 2015

- i. Tom McClintock mentioned that Jim Simoncelli Jr. and he met with John Post from the Litchfield Energy Task Force to discuss energy saving measures for both Wells Run and Bantam Falls. Tom McClintock will set up energy audit appointment.
- b. Bantam Falls
 - i. See above paragraph

New Business:

A. Rent Due Date

- a. Jim Simoncelli Jr. stated that during the CONN-NARRO Policies Every Housing Authority Should Know seminar it was stated that all Housing Authority's should have the rent due on the 1st of every month and late on the 11th of every month. Jim Simoncelli Jr. also stated that he believes that a late fee of \$25 should be charged to residents that submit rental payments after the 10th of each month. Motion made by Bob Miller to have both Wells Run and Bantam Falls rents due of the 1st of every month and late on the 11th. Also tenants will be charged a late fee of \$25 if the Litchfield Housing Authority received payment after the 10th of each month effective July 1, 2015. Motion seconded by Tom McClintock. Motion passed. Jim Simoncelli will distribute a notice to all residents of the Litchfield Housing Authority stating the due dates for rent and the amount of the late fee.

Tabled Items:

- A. Bantam Falls Painting – Downstairs Hallway
- B. Media Room at Bantam Falls
- C. Mission Statement
- D. Window film at Bantam Falls
- E. Toilets at BF and WR

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:38 PM.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority