

Tuesday, August 25, 2015

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING AUGUST 25, 2015 WELLS RUN

Called to order at 1:02 PM by Chairperson Sandra Becker

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

Commissioners absent: Cheryl Stoughton (tenant representative)

**Minutes:**

Corrections to minutes from August 11, 2015:

On the second page in the second paragraph under Report of Executive Director, “Chairperson Sandra Becker strongly disagreed” should be replaced with “Chairperson Sandra Becker and Vice Chairperson Barbara Spring strongly disagreed”.

On the second page in the first sentence under Financial Report, the semi-colon should be replaced with a colon.

Motion made by Bob Miller to accept the minutes from August 11, 2015 as amended. Motion seconded by Barbara Spring. Motion passed.

**Tenant Comments/Questions:**

Barbara Spring reported that she received a call from a resident at Bantam Falls who thanked the Board of Commissioners and Executive Director Jim Simoncelli Jr. for all of their work in receiving the Small Cities Grant for Bantam Falls.

**Tenant Commissioner Report:**

Tenant Commissioner was not present at the meeting.

**Bills and Communications:**

Jim Simoncelli Jr. reported that he has finalized and filed all of the insurance claims for Wells Run and Bantam Falls and they will be kept in the Bantam Falls office.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Jim Simoncelli Jr. reported that Sandra Becker and he met with First Selectman Leo Paul, Larry Wagner, Ken Hrica, and Clifford Cooper to discuss the next phase of the Small Cities Grant. Jim Jr. stated that he will be setting up meetings with two different mechanical engineers. The mechanical engineers will be requested to put plans and specs together for the heating system at

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Bantam Falls. Jim Jr. also reported that the heating system and roof will be completed prior to this winter and that all of the site work will be completed in the spring of 2016.

**B. Other**

1. Jim Simoncelli Jr. stated that the Litchfield Housing Authority has been approved for the Critical Needs Funding through CHFA. The work will be to fix the concrete sidewalk at F Building at Wells Run. Jim Simoncelli Jr. will contact the contractor to start the work.
2. Sandra Becker reported that she received a call from a member of the Board of Directors of the Seherr-Thoss Foundation stating that they have not received an application from the Litchfield Housing Authority and if interested in applying the deadline is approaching. Motion made by Tom McClintock to have Executive Director Jim Simoncelli Jr. work on the Seherr-Thoss Foundation Grant Application. If the approaching deadline is not met the Litchfield Housing Authority will apply in the Spring of 2016. Motion seconded by Bob Miller. Motion passed.

**Report of Executive Director:**

Jim Simoncelli Jr. reported his finding from the MSDA (Material Safety Data Sheet) on Avenger Weed Killer Ready to Use product. Jim Jr. stated that it is a safe alternative to Round-Up and that he believes it should be used at Bantam Falls to kill the weeds. Motion made by Bob Miller to use Avenger Weed Killer to kill the weeds in the front of Bantam Falls (front gardens and front walkways). One weeks' notice will be given to all residents which will include a date of completion and a rain date. MSDS sheets will be sent with the notice to all chemically sensitive residents; all other residents can obtain the MSDS sheets upon request. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that he has not heard anything from Mac-Gray regarding obtaining a coin machine for Bantam Falls. Barbara Spring stated that she believes that a resident of Bantam Falls should volunteer to get quarters and provide paper bills to coins exchange service for any resident that needs it.

Jim Simoncelli Jr. brought up a concern that the carpets in the main downstairs hallway at Bantam Falls is getting very dirty and should be professionally steam cleaned. Jim Simoncelli Jr. will speak with Servpro regarding steam cleaning options and report at the next Board Meeting.

**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**

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1. Key Policy – Jim Simoncelli Jr and the Commissioners had a brief discussion regarding important aspects of the Key Policy. Jim Jr. will draft an outline based on the discussion for the next meeting.
2. Lease – Jim Simoncelli Jr. stated that he will have the second draft of the Litchfield Housing Authority Lease submitted to him by Marcus Organschi for commissioner review.
3. Rules and Regulations – Nothing to report at this time.
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. CONN-NAHRO Yearly Convention

1. Jim Simoncelli Jr. will be attending the CONN-NAHRO Convention from August 30, 2015 through September 2, 2015.

**New Business:**

**Tabled Items:**

- A. Bantam Falls Back Gardens (Wamogo Program)
- B. CT Green Bank (Bantam Falls & Wells Run)

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 2:57 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority