

Tuesday, March 10, 2015

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING MARCH 10, 2015 BANTAM FALLS

Called to order at 1:07 PM by Chairperson Sandra Becker

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

Tenants present: Peggy Isely (unit #21), CarolAnn Wineger (unit #16), Virginia Bennett (unit #9), Jean Adams (unit #7)

Minutes:

Corrections to the minutes from February 24, 2015;

On page one in the first line of the second paragraph under Private Grants “Burough” should be “Borough.

On page two in the first line of the second paragraph under LHA Policies and Procedures “send” should be “sent”.

On page three in the first paragraph “send” should be replaced with “sent”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on February 24 , 2015 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Peggy Isely thanked Jim Simoncelli Jr. for everything he has done to help the residents with leaking apartments (providing towels and have Richard King wash the towels for re-use).

A resident of Bantam Falls brought up concern about an incident when the last fire alarm when off at Bantam Falls. During the fire alarm she went to sit in the first floor sitting room but realized that another resident had brought a dog into the room so she went to sit in the community room. The resident stated that she is extremely allergic to dogs and that she can't be in the same space as certain animals. The resident continued by stating that two other residents followed her into the community room and spoke to her in a very threatening way in regards to her disapproval of the dog being allowed to be in the sitting room. The resident continued by stating that on many occasions the dog has been in common areas and that it specifically states in the pet policy that pets are not allowed in the common areas. Sandra Becker stated that the Board of Commissioners will discuss this matter later in Executive Session.

Tenant Commissioner Report:

Nothing to report at this time.

Tuesday, March 10, 2015

Bills and Communications:

Jim Simoncelli Jr. reported that he will be attending “Policies & Procedure Every Housing Authority Should Know” training on Thursday March 12, 2015.

Jim Simoncelli Jr. reported that he will be attending “Fair Housing Training” on April 9, 2015.

Jim Simoncelli Jr. stated that the Town of Litchfield Social Services Director Phil Birkett reached out to him to get his support of keeping the Social Services office open in Torrington (near Kennedy drive). Phil Birkett stated to Jim Jr. that Governor Malloy wants to remove the social services office in Torrington therefore making all of the local residents travel to Waterbury to get Social Services help. Jim Jr. submitted a support letter to Phil Birkett in hopes to keep the Social Services office in Torrington.

Private Grants:

Jim Simoncelli Jr. stated that he is in constant contact with the Larry Wagner, grant writer for the Small Cities Grant, and that he is providing Larry with all documents requested.

Jim Simoncelli Jr. stated that he and Ken Hrica from Hrica Associates will be attending the Inlands/Wetlands meeting on Wednesday March 11, 2015 in hopes of getting approval for the site work at Bantam Falls.

Jim Simoncelli Jr. stated that he and Sandra Becker attended the Public Hearing on March 9, 2015 to hear public comments in relation to the Town of Litchfield applying for a Small Cities Grant for site work at Bantam Falls. No public comments were made.

Jim Simoncelli Jr. stated that he attended a Selectman’s Meeting in Litchfield on March 3, 2015 where he presented a letter to the Selectmen. The letter requested the building and electrical permit fees be waived by the Town of Litchfield if the Town of Litchfield receives the Small Cities Grant to complete site work at Bantam Falls. Motion was made and approved at the Selectman’s Meeting to wave the building and electrical permit fees associated with the site work at Bantam Falls.

Report of Executive Director:

Jim Simoncelli Jr. stated that multiple units have been affected by the ice damming at Bantam Falls. The ice dam removal has been approved by the insurance company and Towne & Aurell has removed the ice dams on all areas of the building that have had leaks.

Jim Simoncelli Jr. reported that Servpro has identified multiple units at Bantam Falls that need to be mitigated for water. During this mitigation Servpro will be removing parts of the sheetrock and insulation in the units affected. After the affected areas are removed plastic will cover the exposed areas and a de-humidifier will be installed to dry out all wet areas. When the exposed areas are completely dry a contractor will install insulation, attach sheetrock, and paint the affected walls.

Jim Simoncelli Jr. reported that a representative from VNA Northwest, Inc. wants to have Prevention Awareness Activities presentation in the Bantam Falls community room. Motion made by Bob Miller to allow

Tuesday, March 10, 2015

VNA Northwest, Inc. use the Bantam Falls community room for a Prevention Awareness Activities presentation on April 20, 2015 from 1:00PM until 3:00PM. Motion seconded by Tom McClintock. Motion passed. Motion made by Tom McClintock to not allow Doyle's Medical Supply to be present during the VNA Northwest Prevention Awareness Activities presentation due to the fact that they would be selling their products. Motion seconded by Bob Miller. Motion passed.

Jim Simoncelli Jr. stated that he has received a draft of the new Litchfield Housing Authority Lease from attorney Marcus Organschi. Jim stated that he will be meeting with Marcus on Friday March 13, 2015 to review the new lease. Motion made by Cheryl Stoughton to finalize the updating of the new Litchfield Housing Authority lease and the updating of the Litchfield Housing Authority Rules and Regulations until after the Small Cities Grant has been submitted. Motion seconded by Tom McClintock. Motion passed.

Financial Report:

Jim Simoncelli Jr. handed out the following reports as part of the February Financial Report; Bank Balance Statement as of February 28, 2015, Statement of Cash Flows YTD, and a Transaction List by Vendor for February 2015. Motion made by Tom McClintock to accept the Financial Statement as presented. Motion seconded by Bob Miller. Motion passed.

Inspection of Grounds:

Commissioners inspected the water damage in unit #23 at Bantam Falls.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. Tom McClintock presented the solar panel Application Certification Form to Sandra Becker for her review.

B. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Jim Simoncelli Jr. will meet with LHA attorney Marcus Organschi to discuss the new lease.
- c. Rules and Regulations – Jim Simoncelli Jr. will meet with LHA attorney Marcus Organschi to discuss the revised rules and regulations.
- d. Smoking Policy – Jim Simoncelli Jr. will send LHA attorney Marcus Organschi the Smoking Policy for his review.
- e. Tenant Handbook – Nothing to report at this time.

Tuesday, March 10, 2015

New Business:

Motion made by Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to exit Executive Session. Motion seconded by Bob Miller. Motion passed.

Motion made by Bob Miller to have Jim Simoncelli Jr. look into getting a social worker for the Litchfield Housing Authority that would deal with interpersonal matters between tenants. Motion seconded by Tom McClintock. Motion passed.

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 Cheryl Stoughton. Motion passed. Meeting adjourned at 3:53PM.

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