

Tuesday, August 27, 2013

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING AUGUST 27, 2013 WELLS RUN

Called to order at 1:00 by Chairperson Barbara Spring

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

**Minutes:**

Corrections to minutes from Regular Meeting on August 13, 2013; on page 3 under Report of Executive Director, "Tables unit next meeting" should read "Tabled unit next meeting", on page 3 under Insurance / Pets / Liability line 6 the word "off" should be removed, one page 3 the paragraph under Lawyer should be removed because it was previously mentioned in the minutes, on page 4 under New Business should read "Tree in front of B Building at WR" not " Tree in from of B Building at WR", also under New Business the first line "permission to plan" should read "permission to plant", and on page 5 first line should read "Motion seconded" not Motion Seconded".

Bob Miller brought up one item from the Regular Meeting on August 13, 2013 that was omitted. The minutes from the Regular Meeting on August 13, 2013 should have included a more detailed explanation of the 2014 management plan that was approved. The Minutes from August 13, 2013 should include under 2014 Management Plan; The Executive Director will be brought on full time to ensure that records, policy, procedures and inspections are all brought up to date in order to be compliant with DECD. The Litchfield Housing Authority's allotted money for the accountant increased to ensure guidelines with DECD are met. The LHA's senior maintenance worker, Jim Simoncelli, will be getting a raise to \$20.00 per hour.

Motion made by Tom McClintock to accept minutes as amended from Regular Meeting on August 13, 2013. Motion seconded by Sandra Becker, Motion Passed.

**Maintenance Report:**

Jim Simoncelli Jr. reported that unit D4 still has fleas. Unit was treated by Mastershield earlier in the month. Jim Jr. will contact Mastershield again and see if they can do another treatment. Any further treatments will be the residents responsibility.

Jim Simoncelli Jr. reported that the weeds and small brush is very overgrown outside of unit D2. Jim Simoncelli will remove all of the overgrown plants and clean up the area.

**Tenant Commissioner Report:**

Cheryl Stoughton presented requests from residents. The Board of Commissioners wants all requests to go to the Executive Director first. If a request requires Board approval then the Executive Director will bring it up at a bi-monthly meeting.

Cheryl Stoughton brought a letter signed by three residents at Bantam Falls that stated their disagreement with the fee that residents will have to pay in order to have a pet in their apartment. Barbara Spring stated that currently there is not fee for pets because our pet policy has not been instituted yet. Cheryl Stoughton was asked to tell residents that have this concern to notify them that there is currently no fee and the pet policy has not been instituted yet.

**Bills and Communications**

Jim Simoncelli Jr. has been in contact with a company that analyzes businesses fuel, electric, and water bills for potential savings. Jim will be meeting with a representative in late September and will notify Tom McClintock of the time and location of the meeting.

During the second meeting of September the Litchfield Housing Authority Board of Commissioners will hold the election of officers.

**Private Grants:**

The next deadline for the Seherr-Thoss Grant is October 1, 2013. Jim Simoncelli will get quotes on the attic ventilation at Bantam Falls, the ramps outside A building at Wells Run, a scan card system for the community room at Wells Run, and for part of the sidewalk at Bantam Falls.

Jim Simoncelli Jr. will get copies of the cleared checks that show that the money from Seherr-Thoss was spent on the new ranges and carpets at Bantam Falls and submit them to Sandra Becker.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that he sent out letters to residents that owe rent. Jim stated that he has gotten a positive response from most people that were given a letter.

Jim Simoncelli Jr. brought up two resident requests. First, resident in unit #2 wants to have an outlet installed that can work during power outages. The Board agreed to allow the resident to have this done as long as the Executive Director meets with the electrician before the work is

Tuesday, August 27, 2013

started. Second, resident in unit #30 has requested to have handles or knobs put on the kitchen cabinet doors. The Board will also allow this request if the style is approved by the Executive Director.

Jim Simoncelli Jr. presented the second quarter report to Barbara Spring to get notarized and for her signature. When the report gets notarized and signed Jim Simoncelli Jr. will mail it to CHFA.

Jim Simoncelli Jr. handed out a draft of the pet policy for commissioner's review.

### **Financial Report:**

Tabled until next meeting.

### **Site Inspection:**

A site inspection was not done.

### **Unfinished Business:**

#### A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. has been in contact with Doug Rinaldi about potential claims. Jim Jr. will follow up with Doug Rinaldi after each claim has been submitted.

#### B. Bantam Falls furnace contract

- a. Jim Simoncelli Jr. has not heard back from Mark from J&M Plumbing. Jim Jr. will contact Barry Cone and have him look at the furnace and see if he would be willing to take over with all furnace work.

#### C. A-3 Wells Run

- a. LHA is considering including the ramps in their next grand proposal.

#### D. Lawyer

- a. Sandra Becker presented a letter from Marcus G. Organschi that states the parameters of his service to the LHA. Motion made by Cheryl Stoughton to have Marcus G. Organschi deal with routine matter. Motion Seconded by Tom McClintock. Motion Passed. Jim Simoncelli Jr. will contact him in regards to setting up a contract.

E. Rent Increase

- a. Jim Simoncelli Jr. will start the rent increase process.

F. Discoloration Removal at Bantam Falls

- a. Tabled unit next meeting.

G. LHA Policies and Procedures

- a. Jim Simoncelli will continue to update the LHA's Policies and Procedures with the help of Commissioners.

H. Update Rules

- a. Jim Jr. will give all commissioners a copy of the existing Rules and Regulations for their review.

I. 2014 Management Plan

- a. Jim Simoncelli Jr. will submit to CHFA

J. Energy Audit

- a. Bob Miller handed out a paper explaining the cost and effectiveness of different kinds of light bulbs. Bob Miller explained the life expectancy and cost of each type of bulbs and suggested that we look into a CL&P grant to improve the bulbs at Bantam Falls. Tom McClintock will gather information about grants offered by CL&P. Tom McClintock will also contact Oliver Wolcott Technical School and see if they offer any energy update work as part of a school program.

K. 2014 Audit

- a. Nothing to report at this time.

**New Business**

A. Water Softener

- a. Jim Simoncelli Jr. will make call to a variety of companies to inquire about getting a water softener at Bantam Falls.

Tuesday, August 27, 2013

B. Maintenance Supply Company

- a. Jim Simoncelli Jr. will call W.B. Mason to see if they have all of the supplies that the Litchfield Housing Authority requires.

Motion made by Tom McClintock to adjourn the meeting. Motion Seconded by Bob Miller.  
Motion Passed.

Meeting adjourned at 4:25 PM

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority