

Tuesday, November 10, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING NOVEMBER 10, 2015 BANTAM FALLS

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

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

Residents present: Ruth Torizzo (unit #13), Jean Adams (unit #7), Patricia Lapidus (unit #11)

Minutes:

Corrections to minutes from October 27, 2015;

On page one in the second line of the first paragraph under Tenant Comments/Questions “effecting her health”, should be replaced with “affecting her health”.

Motion made by Barbara Spring to accept the minutes from October 27, 2015 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Ruth Torizzo stated that she will be attending the Litchfield Board of Selectmen’s meeting on November 17, 2015 to get sworn in as Tenant Commissioner of the Litchfield Housing Authority.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that he has changed the Bantam Falls and Wells Run community room electricity rate back to Town Square Energy at a rate of 6.99 cents for a 12 month period.

Jim Simoncelli Jr. stated that it was brought to his attention that multiple residents do not have their pets registered with the Town of Litchfield. Jim Jr. continued by stating that he will reach out to animal control.

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Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that the Litchfield Housing Authority received a letter from the disqualified low bidder, Young Developers LLC. Jim Jr. read the letter to the Board of Commissioners. Jim Jr. presented a letter to Young Developers in response to their letter. Jim Jr. stated that the letter will be sent to Young Developers via certified mail.

B. Other

1. Jim Simoncelli Jr. stated that the Critical Needs project is complete at Wells Run.
2. Sandra Becker stated that the Litchfield Housing Authority is looking for volunteers to help out with a tag sale that the LHA will be having in the Spring/Summer of 2016.

Report of Executive Director:

Jim Simoncelli Jr. stated that after NYCONN Security completed their inspection of Wells Run, they found a broken alarm wire between E and F Building. Motion made by Barbara Spring to have NYCONN Security put a temporary alarm wire on the ground between E and F Building. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. stated that a resident approached him and asked if the Litchfield Housing Authority would be willing to sell the American Legion two of the extra stoves that they have. Motion made by Bob Miller to sell the American Legion two stoves at a cost of \$200 (\$100 per stove). Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. stated that the residents of Bantam Falls would like to clean and organize the closet in the community room. Motion made by Bob Miller to have Jim Simoncelli Jr. approve any cost associated with organizing the closet in the community room. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. mentioned that during the NYCONN inspection they tried to put the sewer in alarm and the sewer would not go into alarm. Jim Simoncelli Jr. will work with the Litchfield sewer commission to resolve the problem.

Financial Report:

Jim Simoncelli Jr. distributed the Semi-Annual Affidavit for Financial Statements for the 3rd Quarter. Jim Jr. discussed 3rd Quarter report. Motion made by Tom McClintock to accept the Semi-Annual Affidavit for Financial Statements for the 3rd Quarter. Motion seconded by Barbara Spring. Motion passed.

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Jim Simoncelli Jr. distributed the October financial report that consisted of the following reports; Statement of Cash Flows, Transaction List by Vendor, and the Statement of Bank Balances. Motion made by Barbara Spring to accept the October Financial Report. Motion seconded by Tom McClintock. Motion passed.

Motion made by Bob Miller to transfer money into the Litchfield Housing Authority STIFF (reserve account) at the discretion of Executive Director Jim Simoncelli Jr. Motion seconded by Tom McClintock. Motion passed.

Motion made by Tom McClintock to have Jim Simoncelli Jr. determine rental payment late fees and resident payment plans on an individual case-by-case basis. Motion seconded by Bob Miller. Motion passed.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Nothing to report at this time.
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. LHA Security

1. Jim Simoncelli Jr. stated that the security cameras will be installed to monitor the entrances to Bantam Falls and Wells Run. Jim Jr. continued by stating that he will distribute a notice to all residents stating that LHA will be installing security cameras.

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New Business:

- A. Litchfield Housing Authority 2016 Board Meeting Calendar
 - a. Sandra Becker distributed the 2016 Board Meeting Calendar. Motion made by Tom McClintock to accept the 2016 Meeting Calendar. Motion seconded by Barbara Spring. Motion passed. Jim Simoncelli Jr. will submit the calendar to the Litchfield Town Hall.

Tabled Items:

- A. Bantam Falls Back Gardens (Wamogo Program)
- B. CT Green Bank (Wells Run)
- C. Steam Clean Bantam Falls Carpet

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:04 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority