

Tuesday, February 24, 2015

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 24, 2015 WELLS RUN

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.

Minutes:

Corrections to the minutes from February 11, 2015;

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

On page three in the first line of the third paragraph under LHA Policies and Procedures “send” should be replaced with “sent”

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

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Nothing to report at this time.

Private Grants:

Jim Simoncelli Jr. reported that he will be meeting with Small Cities Grant writer Larry Wagner from Wagner Associates soon to give him documents for the grant. Jim Jr. reported that there has been a few modifications to the grant. The first modification is that insulation will be installed in the entire building at Bantam Falls. This will generate proper air flow and distribution in the attic. The second modification to the grant is that the back walkway at Bantam Falls will not be replaced.

Jim Jr. Stated the following important grant deadlines; Bantam Burough Planning and Zoning meeting on March 3, 2015, Selectman’s meeting at the Town Hall on March 3, 2015, Inland/Wetland meeting March 11, 2015, and the Small Cities Grant due date is April 10, 2015.

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Jim Simoncelli Jr. reported that he will be having a meeting with the residents at Bantam Falls in regards to the Small Cities Grant. During the meeting Jim Jr. will discuss the grant and clarify recent concerns brought to his attention regarding the grant. The remainder of the meeting will be for resident to ask questions about the grant and the grant process. The meeting will be Tuesday, March 3, 2015 at 1PM in the Bantam Falls community room.

Report of Executive Director:

Jim Simoncelli Jr. reported that units D2 and F2 have been rented as of March 1st. Jim Jr. also reported that unit B2 at Wells Run will be vacant as of March 1, 2015. Wells Run maintenance workers will renovate the unit and it will be rented as soon as possible.

Jim Simoncelli Jr. stated that unit B3 at Wells Run has been sanitized but all of the contents remain until the estate goes through probate. Jim Jr. will issue updates as they come available.

Jim Simoncelli Jr. reported that there are many units at Bantam Falls that have been leaking due to ice damming on the roofs and in the gutters. Jim Jr. stated that Towne & Aurell will remove ice from parts of the roof on an “as needed” basis to help with the leaks.

Jim Simoncelli Jr. gave an update on the ongoing recertification process. He stated that the deadline for submitting all of your paperwork is February 28, 2015. After all re-certifications are complete Jim Jr. will be meeting with each resident in March to review their individual recertification.

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

An inspection of the grounds was not completed.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. Tom McClintock will continue to investigate regarding program deadlines.

B. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Jim Simoncelli Jr. send the Litchfield Housing Authority’s attorney a copy of the current lease for his correction and review. When Jim Jr. receives a draft of the new lease he will bring it to the next Board Meeting for commissioner review.

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- c. Rules and Regulations – Jim Simoncelli Jr. send the Litchfield Housing Authority’s attorney a copy of the current rules and regulations for his correction and review. When Jim Jr. receives a draft of the new rules and regulations he will bring it to the next Board Meeting for commissioner review.
- d. Smoking Policy – Jim Simoncelli Jr. handed out a draft of the Litchfield Housing Authority Smoking Policy. The Board of Commissioners and Executive Director had a discussion regarding the Smoking Policy. Motion made by Bob Miller to adopt the Litchfield Housing Authority Smoke Free Housing Policy as amended during discussion. Motion seconded by Tom McClintock. Motion passed.
- e. Tenant Handbook – Nothing to report at this time.

New Business:

No new business was discussed.

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 3:06PM.

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