

Tuesday, February 9, 2016

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING FEBRUARY, 2016 BANTM FALLS

Called to order at 1:08 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock, Barbara Spring, Ruth Torizzo (Tenant Representative) and Executive Director Jim Simoncelli Jr.

Commissioners absent:

Tenants present: Don Palmer (unit #36), Patricia Lapidus (unit #11), Jean Adams (unit #7)

**Minutes:**

Motion made by Tom McClintock to accept the minutes from January 26, 2016. 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:**

Jim Simoncelli Jr. stated that he received a letter from a resident at Bantam Falls. The letter stated that there has been multiple times when things have gone missing from common areas and not returned. Chairperson Sandra Becker responded by stating that the Litchfield Housing Authority is very concerned and to notify Executive Director Jim Simoncelli Jr. as soon as anything is noticed to be missing. Jim Jr. will also distribute a notice to remind residents that items in common areas can not be removed.

Jim Simoncelli Jr. stated that the Locksmith from Carls True Value in Torrington had to come to Bantam Falls and Wells Run as part of one appointment and he charged two service calls, one for each location. Jim Simoncelli Jr. stated that he will speak with the locksmith and try to come to an agreement regarding service calls that combines Bantam Falls and Wells Run.

**Private Grants / Fundraising:**

A. Small Cities Grant

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1. Nothing to report at this time.

B. Seherr-Thoss Grant

1. Jim Simoncelli Jr. will get multiple cost estimates to replace the heating system and the hot water heater in the Wells Run community hall.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that he has started a conversation with Eversource in order to find out what other energy efficiency projects have incentive cost that would contribute to the project cost. Jim Jr. will follow up with Eversource in the upcoming weeks.

Jim Simoncelli Jr. reported that he has started to gather information for a utility allowance increase at Wells Run. Jim Jr. stated that he has to gather a lot of data and then process that data based on the electricity usage at Wells Run.

**Financial Report:**

Jim Simoncelli Jr. distributed the following reports as part of the year-end financial report; Semi-Annual Financial Statements for period ending 12/31/15, Profit and Loss by Class, Budget vs. Actuals, and Balance Sheet. Motion made by Tom McClintock to accept the year-end financial report for period ending 12/31/15. Motion seconded by Barbara Spring. Motion passed.

**Inspection of Grounds:**

Commissioners looked at two bookcases that were donated to the Litchfield Housing Authority. Jim Simoncelli Jr. will see if they fit in the library upstairs at Bantam Falls, if they are too big then Jim Jr. will contact the Congregational Church and see if they will accept them as a donation.

**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.

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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. LHA Security

1. Jim Simoncelli Jr. will order more of the camera wire so the additional cameras at Bantam Falls can be installed.

C. Resident Service Coordinator

1. Jim Simoncelli Jr. stated that he will reach out to the WCAAA (Western Connecticut Area Agency on Aging) and see if a representative will come out to the next Regular Board Meeting to discuss the possibility of the Litchfield Housing Authority getting a Resident Service Coordinator.

**New Business:**

A. Rent Increase at Wells Run

1. Jim Simoncelli Jr. stated that he will be starting the rent increase process.

**Tabled Items:**

- A. Bantam Falls Back Gardens (Wamogo Program)
- B. CT Green Bank (Wells Run)
- C. Steam Clean Bantam Falls Carpet
- D. LHA Tag Sale (Spring 2016)

Motion made by Bob Miller to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:18 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority