

Tuesday, July 26, 2016

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING JULY 26, 2016 WELLS RUN

Called to order at 1:04 PM by Chairperson Sandra Becker

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

Commissioners absent:

Tenants present: Clifford Ruquist (unit E1)

**Minutes:**

Correction to Minutes from Regular Meeting on July 12, 2016;

On page one in the second line under Tenant Commissioner Report, “really hot days to try and keep the heat outside” should be replaced with “really hot days to try to keep the heat outside”.

Motion made by Barbara Spring to accept the minutes from July 12, 2016 as amended. Motion seconded by Tom McClintock. One commissioner abstained. Motion passed.

**Tenant Comments/Questions:**

Clifford Ruquist stated that he has no intention of turning his power back on to his unit and that he can not register his car in Connecticut because he owes back taxes. Sandra Becker stated that the Litchfield Housing Authority has no choice but to start the eviction process.

**Tenant Commissioner Report:**

Nothing to report at this time.

**Bills and Communications:**

Jim Simoncelli Jr. mentioned that he researched website information that includes email addresses, domain, and website builder. Jim Jr. continued by stating that he doesn't think it is a realistic option in the near future but a more realistic option in the next few years. Jim Jr. stated that the cost to have a domain and website builder for 10 years and an email address for 3 years will cost over a thousand dollars.

**Private Grants / Fundraising:**

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that the pre-construction meeting for the boiler replacement project will be the week of Aug 1, 2016.

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2. Jim Jr. also stated that the roof replacement project will begin the week of Aug 15, 2016 with most of the equipment coming before on Aug 11<sup>th</sup> and 12<sup>th</sup>.
3. Motion made by Bob Miller to allow Executive Director Jim Simoncelli Jr. temporarily become a signer in order to sign change orders during the full duration of the grant work at Bantam Falls. Motion seconded by Tom McClintock. Motion passed.

**B. Seherr-Thoss Grant**

1. Jim Simoncelli Jr. will start to organize the work on the community room at Wells Run. As the work is completed Jim Jr. will update the Board.

**C. Other**

1. Thomaston Savings Bank Grant – Tom McClintock reported that he has completed the Thomaston Savings Bank Grant and submitted it electronically.
2. Union Savings Bank Grant – Jim Simoncelli Jr. reported that the deadline for the Union Savings Bank Grant is July 31, 2016. Tom McClintock stated that he will complete the application for the Union Savings Bank Grant.

**Report of Executive Director:**

Jim Simoncelli Jr. reported that there needs to be significant tree work completed at Wells Run. Jim Jr. stated that there are trees hanging over some of the buildings and over the parking lot that are very dangerous. Motion made by Barbara Spring to have the tree work completed at Wells Run. Motion seconded by Tom McClintock. Jim Simoncelli Jr. will notify all residents when the tree work is put on a calendar.

**Financial Report:**

Nothing to report at this time.

**Inspection of Grounds:**

All commissioners did a walkthrough of Wells Run to look at the tree work referenced in Report of the Executive Director.

**Unfinished Business:**

**A. LHA Policies and Procedures**

1. Lease – Commissioners will discuss the lease at the next monthly meeting.
2. Rules and Regulations – Nothing to report at this time.
3. Smoking Policy – Nothing to report at this time.

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4. Tenant Handbook – Nothing to report at this time.
5. Mission Statement – Nothing to report at this time.
6. Policy Violation Fee – Nothing to report at this time.
7. Unit Modification Policy – Jim Simoncelli Jr. distributed a draft of the Unit Modification Policy to all commissioners. Jim Jr. will make minor changes to the policy and bring a second draft to the next monthly meeting.

B. LHA Security

1. Jim Simoncelli will order all materials to install the camera at Wells Run.

C. Resident Service Coordinator

1. Nothing to report at this time.

D. Rent Increase at Well Run

1. Nothing to report at this time.

E. Rent Increase at Bantam Falls

1. Nothing to report at this time.

F. Shed at Wells Run

1. Jim Simoncelli Jr. will contact the Barn Yard and start the discussion regarding replacing the shed at Wells Run.

**New Business:**

**Tabled Items:**

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:15 PM.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority