

Tuesday, July 28, 2015

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JULY 28, 2015 WELLS RUN

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

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

Commissioners absent: Cheryl Stoughton (tenant representative)

Tenants present:

Minutes:

Corrections to minutes from July 14, 2015:

In the last paragraph on the second page “lower to gardens” should be replaced with “lower two gardens”.

Motion made by Tom McClintock to accept the minutes from July 14, 2015 as amended. Motion seconded by Bob Miller. Motion passed.

Tenant Comments/Questions:

A resident from Wells Run came to the meeting to notify the Board of Commissioners that she has started legal action against another resident.

1:11 Barbara Spring left meeting due to an emergency.

Tenant Commissioner Report:

Tenant Commissioner was not present at the meeting.

Bills and Communications:

Jim Simoncelli Jr. stated that Sandra Becker, Bob Miller and he will be having a meeting with Red Hawk Fire and Security on July 29th, 2015 in regards to the Litchfield Housing Authority account and contract.

Jim Simoncelli Jr. presented a quote from NYCONN Security out of New Milford Connecticut in regards to maintaining the alarm system at Wells Run. Jim Simoncelli Jr. will also get a quote from Berkshire Alarm for the same scope of work.

Private Grants / Fundraising:

A. Small Cities Grant

a. Nothing to report at this time.

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B. Other

- a) Jim Simoncelli Jr. stated that the Litchfield Housing Authority has been approved for the Critical Needs Funding through CHFA. The work will be to fix the concrete sidewalk at F Building at Wells Run.

Report of Executive Director:

Jim Simoncelli Jr. reported that the new heat tapes at Bantam Falls will be replaced on July 29, 2015. The original heat tapes were damaged from the ice dams during this past winter.

Jim Simoncelli Jr. reported that the American Legion has been completely removed from the maintenance room at Bantam Falls.

Barbara Spring returned to meeting at 1:58 PM.

Jim Simoncelli Jr. stated that Maple Ridge will be completed the landscaping work at Bantam Falls on Friday July 31, 2015. The work will include removing the lower gardens, cleaning up the gardens in front of the main entrance, removing hedges, and mulching.

Jim Simoncelli Jr. distributed a Maintenance checklist that will be used at Bantam Falls. The checklist list maintenance duties and how often those duties need to be completed.

Financial Report:

Jim Simoncelli Jr. distributed the 2nd Quarter Financial Statement to the Board of Commissioners. Motion made by Bob Miller to accept the 2nd Quarter Financial Statement the will be submitted to the Connecticut Housing Finance Authority (CHFA). Motion seconded by Tom McClintock. Motion passed.

Inspection of Grounds:

Commissioners inspected units B3 and D1 at Wells Run.

Unfinished Business:

A. LHA Policies and Procedures

- a. Key Policy – Nothing to report at this time
- b. Lease – Jim Simoncelli Jr. stated that he will have the second draft of the Litchfield Housing Authority Lease submitted to him by Marcus Organschi for commissioner review.
- c. Rules and Regulations – Nothing to report at this time.
- d. Smoking Policy – Nothing to report at this time.
- e. Tenant Handbook – Nothing to report at this time.

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B. Facility Plans

- a. Nothing to report at this time.

C. Social Worker for LHA

- a. Tom McClintock reported that at the last Litchfield Social Services meeting Board members suggested that the LHA asks other similar facilities if they have social workers and at what capacity do they work.

D. CT Green Bank (Bantam Falls and Wells Run)

- i. Jim Simoncelli Jr. received a call from a representative at Eversource regarding the insulation at Wells Run. Jim Jr. will organize a time where Eversource can analyze the insulation in each building at Wells Run to see if there are incentives for adding more insulation to each building.

- b. Solar Panels – See above
- c. Community Rooms – See above
- d. Toilets – See above

E. Explore Paperless Meetings

- a. Nothing to report at this time

F. CONN-NAHRO Yearly Convention

- a. Jim Simoncelli Jr. stated that he has signed up for the CONN-NAHRO yearly convention.

New Business:

A. Policy Violation Fee

B. Bantam Falls Maintenance Room Conversion

- a. Tom Simoncelli will inventory the square footage of all maintenance rooms at Bantam Falls.

Tabled Items:

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:33 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority