

Wednesday, February 11, 2015

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING FEBRUARY 11, 2015 BANTAM FALLS

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.

Tenants present: Jean Adams unit #7, Carol Kent unit #14, Jacki Bruce unit #36, Gaybriella St. Claire unit #31, Socorro Rickevicius unit #29, Les Bellmay unit #2, Virginia Bennett unit #9, Dorthy Doria unit #30, Roberta Bigelow unit #18, CarolAnn Wineger unit #16

Minutes:

Corrections to the minutes from January 13, 2015;

On page two in the last line of the third paragraph under Report of the Executive Director “put together an exact plan” should replace “put together a exact plan”.

On page three in the first line of the third paragraph “doing a great job clean” should be replaced with “doing a great job cleaning”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on January 13, 2015 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Jim Simoncelli Jr. stated that the Litchfield Housing Authority is applying for a Small Cities Grant to replace the existing heating system, flat and shingled roof, parking area and driveway, sidewalks, and outside lighting. Jim Jr. discussed the amount of work that will be put into the application process from the Litchfield Housing Authority and the Town of Litchfield. Jim Jr. also stated that L. Wagner Associates will be writing the grant. Jim Jr. explained that the grant committee wants to see letters from residents that explain how they have been affected by the existing conditions of the projects that LHA is applying to replace. Jim Jr. requested letters from the residents that describe how they are personally affected by the existing conditions. Jim Jr. asked if the letters could be submitted to him as soon as possible.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Nothing to report at this time.

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Private Grants:

Jim Simoncelli Jr. reported that he met with a representative from Webster Bank to inquire about the potential grants that Webster Bank has to offer. The representative stated that all grants for Webster Bank are completed online.

Jim Simoncelli Jr. reported that he will be having a meeting on Tuesday February 17, 2015 with grant writer Larry Wagner of L. Wagner Associates to discuss the next steps and deadlines for the Small Cities Grant. Jim Jr. will bring an update to the next Board Meeting scheduled for Tuesday February 24, 2015.

Tom McClintock left meeting at 2:10PM.

Report of Executive Director:

Jim Simoncelli Jr. reported that he has been working on the Affirmative Fair Housing Marketing Plan (AFHMP). The AFHMP is a part of the application process for the Small Cities Grant. He stated that he has been in contact with the Litchfield Housing Authority's Asset Manager regarding the AFHMP. Jim Jr. stated that he will bring a draft to the next Board Meeting for discussion.

Jim Simoncelli Jr. stated that the printer at Bantam Falls is not functioning properly and will not copy, fax and print correctly. Jim Jr. stated that the machine is about two years old and is not meant for the amount of printing that is required. Motion made by Bob Miller to have Jim Simoncelli Jr. purchase a new all-in-one printer that is meant for the volume required. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. gave an update on the ongoing recertification process. He stated that he has completed all of the recertifications that have been handed in to this point and that he will be meeting with residents in March to review each individual recertification.

Financial Report:

Jim Simoncelli Jr. distributed the Year-End Financial Report that was submitted to CHFA. The report consisted of an Administration Fund Balance Sheet, Administration Fund Operating Statement, Administration Fund Analysis of Retained Earnings, and a Profit and Loss by Class statement. Motion made by Bob Miller to accept the Year-End Financial Report as presented. Motion seconded by Barbara Spring. Motion passed.

Jim Simoncelli Jr. distributed the January 2015 Financial Report that consisted of Statement of Cash Flows, Transaction List by Vendor, and Bank Balance Statement. Motion made by Barbara Spring to accept the January 2015 Financial Report as presented. Motion seconded by Cheryl Stoughton. Motion passed.

Inspection of Grounds:

An inspection of the grounds was not completed.

Unfinished Business:

A. Solar Panels at Bantam Falls

- a. Tom McClintock handed out multiple informational packets on solar panels and solar energy. He asked the Board of Commissioners to review the packets for discussion at the next Board Meeting.

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.
- 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. stated that he will have a draft of the Smoking Policy for the next Board Meeting.
- e. Tenant Handbook – Nothing to report at this time.

C. Window Film

- a. Nothing to report at this time.

D. Satellites at Wells Run

- a. Nothing to report at this time.

E. Toilets at BF and WR

- a. Nothing to report at this time.

New Business:

A. Waiting List at Wells Run

- a. Jim Simoncelli Jr. stated that the waiting list at Wells Run needs to be opened so that the Litchfield Housing Authority can start accepting application for that property. Motion made by Barbara Spring to open the Wells Run waiting list. Motion seconded by Cheryl Stoughton. Motion passed.

Tabled Items:

- A. Bantam Falls Painting – Downstairs Hallway
- B. Media Room at Bantam Falls
- C. Mission Statement

Motion made by Barbara Spring to enter Executive Session in order to discuss a private resident matter. Motion seconded by Cheryl Stoughton. Motion passed. Executive Session was entered at 3:17PM

Motion made by Barbara Spring to exit Executive Session. Motion seconded by Cheryl Stoughton. Motion passed. Executive Session was exited at 3:37PM.

Motion made by Bob Miller to adjourn meeting. Motion seconded by Cheryl Stoughton. Motion passed. Meeting adjourned at 3:38PM.

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