

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING SEPTEMBER 23, 2025

4:00 P.M

WELLS RUN COMMUNITY ROOM

Called to order at 4:00 PM by Chairperson Sandra Becker.

Commissioners present: Sandra Becker, Kate Orr, Francesca Kracht, Michael Lyn Cappello and Jean Adams (Tenant Commissioner).

LHA Employees present: Executive Director Jim Simoncelli Jr., and Administrative Assistant Beth Graziani.

Tenants present: Eileen Mitchell (BF unit 3)

Others present: Gwen Burgess from CGT Financial Services.

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner's Report:**

Nothing to report at this time.

**Minutes:**

Corrections to Minutes from Regular Meeting on July 22, 2025:

On page one under "Tenant Commissioners Report" The activities should have included "Tuesday evening movies, Wednesday 5:00 chat group, Thursday 11:15 exercise class and 5:30 bingo, Friday dice game, and a Friday a lunch bunch.

On page two, under "Bills and Communications" it should read "Sandra Becker attended an event in Goshen where many CT state and local officials were in attendance where she advocated for affordable housing.

On page two, under "Bills and Communications," the text should state: "Sandra Becker attended an event in Goshen where numerous Connecticut state and local officials were present, and she advocated for affordable housing."

Motion made by Jean Adams to accept the minutes from the Regular Meeting on July 22, 2025, as amended.

Motion seconded by Kate Orr. Motion passed.

### **Bills and Communications:**

Jim Jr. mentioned that a flyer will be sent to the residents at Bantam Falls and Wells Run informing them that both candidates that are running for First Selectman will be coming to Bantams Falls for a meet and greet on Oct. 2<sup>nd</sup> and Oct. 16<sup>th</sup>.

### **Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)
  - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that the project is almost complete. The bollards near the dumpster have been removed, and the parking lot has freshly repainted lines.
- b. SSHIP – (State Sponsored Housing Improvement Program)
  - i. Project update – Jim Simoncelli Jr. stated that the civil engineers were on site at Bantam Falls and updated the survey of the property.
- c. Seherr- Thoss Foundations
  - a. Walk-In Showers – Jim Simoncelli Jr. said he will be applying for a grant again on October 3, 2025.

### **Report of Executive Director:**

Jim Simoncelli Jr. reported to the Board and discussed the seminars he attended at the CONN-Nahro convention from August 24 to 27 at Mohegan Sun Convention Center. The sessions were: Physical Security, Cyber Security, Legal Cases, Legal Jeopardy, Conversations with Housing Commissioners, Hoarding, and Commissioner's Roles and Responsibilities.

Jim Simoncelli stated that the Salvation Army purchased essential supplies and distributed them to basic needs pantries in the towns of Litchfield, Morris, Thomaston, Harwinton, Bethlehem, Terryville and Plymouth. The supplies included paper towels, toilet paper, men's and women's shampoo, soap, socks and detergent.

Jim Simoncelli Jr. stated that the emergency generator at Wells Run that serves the sewer pump needs to be replaced. Jim Jr. presented a quote for the emergency project from Wright Electric in the amount of \$10,745. Motion made by Micheal Lyn Cappello to replace the generator for the Wells Run sewer pump using Wright Electric. Motion seconded by Jean Adams. Motion passed.

## **Financial Report:**

- A. State Report – (period ending 6/30/2025) Jim Simoncelli Jr. and Gwen Burgess from CGT Financial Services presented the State Report for period ending June 30, 2025 which included the following reports: Interim Statement of Operations period ending June 30, 2025, Budget Vs. Actuals period ending June 30, 2025, Profit and Loss by Class, and Balance Sheet as of June 30, 2025.

After a brief discussion, motion made by Michael Lyn Cappello to accept the State Report ending June 30, 2025 as presented. Motion seconded By Jean Adams. Motion passed.

- B. July 2025 - Jim Simoncelli Jr. presented the following financial reports for July 2025: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending July 31, 2025.

After a brief discussion, motion made by Michel Lyn Cappello to accept the Financial Report for July 2025 as presented. Motion seconded by Kate Orr Motion passed.

- C. August 2025 - Jim Simoncelli Jr. presented the following financial reports for August 2025: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending August 31, 2025.

After a brief discussion, motion made by Francesca Kracht to accept the Financial Report for August 2025 as presented. Motion seconded by Kate Orr Motion passed.

Micheal Lyn Cappello and Jean Adams left at 5:06.

## **New Business:**

### **Unfinished Business:**

- A. LHA Policies and Procedures

- i. Patio/Porch and Storage Policy – nothing to report at this time.
- ii. Occupancy – Jim Simoncelly Jr. reported that the Housing Authority must be the tenants' primary residences defined by CT law, which is defined as 50.1% of the time.

- B. River Bend

- i. Town Approvals – Jim Simoncelli Jr. reported The Planning and Zoning hearing held at the Bantam Annex on September 15th for Riverbend was well received, and they anticipate receiving approval on October 6, 2025.

- C. Creating a 501C3 – Nothing to report at this time.

- D. Breezeway / Grounds at Wells Run – Nothing to report at this time.

- E. Immovable/Inoperable Vehicles – Jim Simoncelli Jr. stated that the inoperable vehicle has been removed from Wells run.

**Tabled Items:**

- A. Rental Deposits – Nothing to report at this time.
- B. Potential Solar Project – Nothing to report at this time.

**Executive Session:**

Motion to enter Executive Session made by Francesca Kracht. Motioned seconded by Kate Orr.  
Executive session was entered into at 5:06 pm.

Motion to exit Executive Session made by Kate Orr to exit Executive Session. Motion seconded by Francesca Kracht. Motion passed. Executive Session ended at 5:17PM.

No action was taken.

**Adjournment:**

Motion made by Kate Orr to adjourn meeting. Motion seconded by Francesca Kracht. Motion passed. The meeting was adjourned at 5:19 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority