

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING NOVEMBER 18, 2025

4:00 P.M

WELLS RUN COMMUNITY ROOM

Called to order at 4:02 PM by Chairperson Sandra Becker.

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

Commissioners absent: Kate Orr.

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

Tenants present: No tenants present.

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner's Report:**

Jean Adams reported that a musical band performed in the Bantam Falls Community Room on Saturday, November 15<sup>th</sup> and 19 residents attended and pizza and dessert were served.

**Minutes:**

Corrections to Minutes from Regular Meeting on October 28, 2025:

Under "Commissioners present" Michael Lyn Cappello was not in attendance. On page two under "Bills and Communications" second paragraph, the first "Jr." should be omitted. And on page three under "Executive Session" the last "Executive Session" should be removed.

Motion made by Jean Adams to accept the minutes from the Regular Meeting on October 28, 2025, as amended. Motion seconded by Francesca Kracht. Motion passed.

**Bills and Communications:**

Nothing to report at this time.

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)
  - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that the project is complete. A final walkthrough took place on October 28, 2025, during which a punch list was prepared. The punch list was completed on November 13, 2025.

b. SSHIP – (State Sponsored Housing Improvement Program)

- i. Project update – Jim Simoncelli Jr. and the LHA consultant firm will be working on the Conn App for funding.

c. Seherr- Thoss Foundations

- a. Walk-In Showers – Jim Simoncelli Jr. said he has received \$45,000 from Seherr-Thoss Foundation as partial funding for the bathroom remodeling at Wells Run. Jim Jr. will start to schedule the work for that project.

Francesca Kracht left at 4:25.

**Report of Executive Director:**

Jim Simoncelli Jr. said he attended a session on hoarding that was held at Social Services in Bantam.

Jim Simoncelli reported that a dumpster was placed at Bantam Falls to be used by the residents to dispose of large bulky items. The dumpster will remain at Bantam Falls until December 5, 2025.

Jim Simoncelli Jr. stated that the Salvation Army and Social Services will be sponsoring a lunch for seniors at the Bantam Fire House on Thursday, December 4, 2025.

Jim Simoncelli Jr. said he will be meeting with NYCONN Security on Friday, November 21, 2025, to determine where cameras can be installed at Bantam Falls.

Jim Simoncelli Jr. reported that the generator for the sewer pump failed at Wells Run and was replaced.

**Financial Report:**

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

After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for October 2025 as presented. Motion seconded by Jean Adams. Motion passed.

**New Business:**

- a. 2026 Meeting Calendar. – Sandra Becker presented to the Board the 2026 Meeting Calendar. Jim Simoncelli Jr. will send it to the Town Clerk and all the Commissioners.  
Motion made by Michael Lyn Cappello to approve the 2026 Meeting Calendar. Motion seconded by Jean Adams. Motion passed.

**Unfinished Business:**

A. LHA Policies and Procedures

- i. Patio/Porch and Storage Policy – nothing to report at this time.

B. River Bend

- i. Town Approvals – (P&Z) Jim Simoncelli Jr. stated that the River Bend project has been approved by the Litchfield Planning and Zoning. Jim Jr. stated that environmental studies still need to be done.

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 – Nothing to report at this time.

**Tabled Items:**

A. Rental Deposits – Nothing to report at this time.

B. Potential Solar Project – Nothing to report at this time.

**Executive Session:**

Executive Session was not entered into.

**Adjournment:**

Motion made by Michael Lyn to adjourn meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 5:00 P.M

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority