

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING DECEMBER 16, 2025
4:00 P.M

BANTMA FALLS COMMUNITY ROOM

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

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

Commissioners absent:

LHA Employees present: Executive Director Jim Simoncelli Jr.

Tenants present: Eileen Mitchell (unit #3), Virginia Bennett (unit #9), Patricia Lapidus (unit #11), Cheryl Stoughton (unit #5), Veronica Ottoshavett (unit #27), Alice Zeiss (unit #35)

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Nothing to report at this.

Minutes:

Corrections to Minutes from Special Meeting on November 18, 2025:

On page two in the second paragraph under Report of the Executive Director, there should be a "Jr." after "Jim Simoncelli".

On page three under Executive Session "into" should be removed.

Motion made by Jean Adams to accept the minutes from the Special Meeting on November 18, 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 but an outside lighting issue was reported. Residents have reported that the outside pole and bollard lights that lead down the Bantam Falls driveway are blinking. Jim Jr. has contacted the contractor and is waiting for a response.

- 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. has started to schedule the bathroom remodel in unit H1 at Wells Run.

Report of Executive Director:

Jim Simoncelli Jr. stated the LHA unit inspections will be Friday Dec 19, 2025 at Bantam Falls and Monday December 22, 2025 at Wells Run. Jim Jr. stated that is inspection list is based on the Physical Condition Standards.

Jim Simoncelli Jr. stated that the new cameras have been installed at Bantam Falls but the licensing information needs to be inputted before the cameras can be fully functional.

Jim Simoncelli Jr. mentioned that the LHA will be working with Litchfield Social Services to create a better Emergency/Next of Kin form for residents to use.

Jim Simoncelli Jr. reported that Aquarion Water Company successfully changed the water meter at Wells Run on December 5, 2025.

Financial Report:

A. November 2025 - Jim Simoncelli Jr. presented the following financial reports for November 2025: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending November 30, 2025.

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

New Business:

Nothing to report at this time.

Unfinished Business:

A. LHA Policies and Procedures

- i. Patio/Porch and Storage Policy – Jim Simocnelli Jr. distributed a DRAFT of the Bantam Falls *Grounds/Porch/Patio/Storage Policy*. This policy will be reviewed at the LHA's January 2026 meeting.

B. River Bend

- i. Town Approvals (P&Z) – Nothing to report at this time.

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

D. Breezeway / Grounds at Wells Run – 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:

- A. Review of Executive Director

Motion made by Kare Orr to enter Executive Session. Motion seconded by Jean Adams. Motion passed. Executive Session was entered at 5:10PM

Motion made by Kate Orr to exit Executive Session. Motion seconded by Michael Lynn Cappello. Motion passed. Executive session was exited at 5:41PM

Adjournment:

Motion made by Michael Lyn to adjourn meeting. Motion seconded by Kate Orr. Motion passed. The meeting was adjourned at 5:42 P.M

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority