

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING FEBRUARY 3, 2026

4:00 P.M

WELLS RUN COMMUNITY ROOM

Called to order at 4:00 PM by Chairperson Michael Lyn Cappello.

Commissioners present: Francesca Kracht, Kate Orr, and Jean Adams (Tenant Commissioner).

Commissioners absent: Sandra Becker.

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 resident had asked if the LHA could purchase Netflix for the theater room at Bantam Falls. Jean also noted that all the residents were incredibly sad at the passing of one of its residents at Bantam Falls.

**Minutes:**

Corrections to Minutes from Regular Meeting on December 16, 2025:

Under "Executive Session" the word "existed" should be "exited."

Motion made by Francesca Kracht. to accept the minutes from the Regular Meeting on October 28, 2025, as amended. Motion seconded by Kate Orr. 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. There is a pending issue with the outside lights by the garage that still needs to be addressed. The final inspection from DOH will be conducted on March 10, 2026,
- b. SSHIP – (State Sponsored Housing Improvement Program)

- i. Project update – Jim Simoncelli Jr. said that the ConnApp for funding is almost done. Environmental testing was completed and the LHA is waiting on results.

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. One shower has already been installed, and the remaining bathrooms will be scheduled soon.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that the overall snow cleanup went well at Bantam Falls and Wells Run went well. With this level of snow there are always issues.

Jim Simoncelli said the unit inspections at Bantam Falls were done on December 19, 2025, and Wells Run inspections were done on December 22, 2025. Minor clutter issues were found, and a follow-up inspection occurred on January 23, 2026.

Jim Simoncelli Jr. stated that he will be attending two training seminars. One will be regarding Bio Hazzard Cleanup and Hoarding Management, and the other will be a Small PHA Roundtable meeting on March 12, 2026. The topic of the Small PHA Roundtable will be the HARP (Housing Authority Resident Program) fund. This fund is available to housing authorities for resident programming.

**Financial Report:**

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

After a brief discussion, motion made by Jean Adams to accept the Financial Report for December 2025 as presented. Motion seconded by Kate Orr Motion passed.

**New Business:**

**Unfinished Business:**

A. LHA Policies and Procedures

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

B. River Bend

- i. Finishes (paint, cabinets, colors, etc.) Jim Simoncelli Jr. presented color samples of paint, carpets, and cabinets for the Board to choose for the new units at River Bend. The Board selected the Cool Pallett with the one change to the carpet color.

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 year-end bonuses.

Motion made by Kate Orr to enter into Executive Session. Motion made by Francesca Kracht. Executive Session was entered into at 5:00 P.M.

Motion made by Kate Orr to exit Executive Session. Motion seconded by Francesca Kracht. Executive session was exited at 5:06 P.M.

**Adjournment:**

Motion made by Jean Adams to adjourn the meeting. Motion seconded by Kate Orr. Motion passed. The meeting was adjourned at 5:07 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority