

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING MARCH 25, 2026

4:00 P.M

BANTAM FALLS COMMUNITY ROOM

Called to order at 4:01 by Chairperson by Sandra Becker.

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

Commissioners absent: Kate Orr.

Others present: Gwen Burgess from CGT Financial Services.

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

**Minutes:**

Corrections to Minutes from Special Meeting on February 3, 2026.

Michael Lyn Cappello should be listed under “Commissioners present”

Under “Executive Session” the word “seconded” should be inserted after the second “motion.”

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

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)
  - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that the project is complete. The final inspection from DOH was conducted on March 10, 2026.
- b. SSHIP – (State Sponsored Housing Improvement Program)
  - i. Project update – Jim Simoncelli Jr. said that the ConnApp for funding was submitted to the Connecticut Housing Finance Authority (CHFA) who will review the application. The next step will be to answer any questions that CHFA may have regarding our application.
- c. Seherr- Thoss Foundations
  - a. Walk-In Showers – Jim Simoncelli Jr. said one bathroom has been remodeled with a new shower, new bathroom floor, new vanity and new bathroom light. The remaining two bathrooms will be scheduled soon.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that the heat in the Theater Room has been fixed.

Jim Simoncelli said that he will be organizing and looking for options to have the sand removed from the parking lot at Bantam Falls.

Jim Simoncelli Jr. stated that the 1<sup>st</sup> Quarter Pilot for 2026 has been paid. After the 2025 financials are approved, the year end 2025 Pilot will be paid.

**Financial Report:**

A. State Report – Year ending 12/31/25 – Jim Simoncelli Jr. and Gwen Burgess from CGT Financial Services presented the State Report ending December 31, 2025, which included the following reports: Interim Statement of Operations periods ending December 31, 2025. Budget Vs. Actuals period December 31, 2025. After a brief discussion, motion made by Micheal Lyn Cappello to accept the State Report ending December 31, 2025, as presented. Motion seconded by Jean Adams. Motion passed.

B. Jan 2026 - Jim Simoncelli Jr. presented the following financial reports for January 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending January 2026.  
After a brief discussion, motion made by Micheal Lyn Cappello to accept the Financial Report for January 2026 as presented. Motion seconded by Francesca Kracht. Motion passed.

C. Feb 2026 - Jim Simoncelli Jr. presented the following financial reports for February 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending February 2026.  
After a brief discussion, motion made by Micheal Lyn Cappello to accept the Financial Report for February 2026 as presented. Motion seconded by Francesca Kracht. Motion passed.

**Unfinished Business:**

- A. LHA Policies and Procedures
  - i. Patio/Porch and Storage Policy – Jim Simoncelli Jr. distributed to the Board a draft policy for review at the next meeting.
- B. Creating a 501C3 – Nothing to report at this time.
- C. 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.  
Executive session was not entered.

**Adjournment:**

Motion made by Micheal Lyn Cappello to adjourn the meeting. Motion seconded by Francesca Kracht.  
Motion passed. The meeting was adjourned at 5:22 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority