

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING JUNE 2, 2026

4:00 P.M

BANTAM FALLS COMMUNITY ROOM

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

Commissioners present: Michael Lyn Cappell, Kate Orr, and Jean Adams (Tenant Commissioner).

Commissioners absent: Francesca Kracht.

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

Tenants Present: Eileen Mitchell (unit 3), Mary Fox (unit 4), Cheryl Stoughton (unit 5), Ruth Torizzo (unit 13), Joan Dignacco (unit 15), Marlene Flanders (unit 10), and Alice Zeiss (unit 35).

Minutes:

Corrections to Minutes from Special Meeting on April 28, 2026.

On page one, first line, there is an extra “by.” It should read “Called to order at 4:01 by Chairperson Sandra Becker.” And on page two, under “Minutes” it should read “Motion made by Kate Orr to move the “Porch/Patio and Storage Policy” under Public/Tenant Comments.

Motion made by Michael Lyn Cappello to accept the minutes from the Regular Meeting on April 28, 2026, as amended. Motion seconded by Kate Orr. Motion passed. One Commissioner abstained.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that he is waiting for a date for the ribbon cutting ceremony with the State of Connecticut.
- b. SSHIP – (State Sponsored Housing Improvement Program)
 - i. Project update – Jim Simoncelli Jr. said the LHA is working with the Housing Consultant to finalize multiple documents for the Grant.
- c. Seherr- Thoss Foundations
 - a. Walk-In Showers – Project Update -Jim Simoncelli Jr. stated that the final two bathrooms will be scheduled to begin June 25, 2026.

Report of Executive Director:

Jim Simoncelli Jr. stated that he hires a new office employee. Her tasks include working with PHA Web, updating lease addendums and updating residents’ paperwork.

Jim Simoncelli said that the CONN-NAHRO Convention will be held August 23 through the 26, 2026.

Jim Simoncelli Jr. stated there is a new state required form call Standardized Rental Summary Form. This form is required to be included with any lease paperwork after April 1, 2026. The purpose of this form is to simplify key points in the lease.

Financial Report:

A. March 2026 - Jim Simoncelli Jr. presented the following financial reports for March 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending March 2026.

After a brief discussion, motion made by Micheal Lyn Cappello to accept the Financial Report for March 2026 as presented. Motion seconded by Jean Adams. Motion passed.

B. April 2026 - Jim Simoncelli Jr. presented the following financial reports for April 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending April 2026.

After a brief discussion, motion made by Micheal Lyn Cappello to accept the Financial Report for April 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. said that the second draft will be ready before the next Board 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 into.

Adjournment:

Motion made by Micheal Lyn Cappello to adjourn the meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 4:50 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority