

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JULY 28, 2026
4:00 P.M
WELLS RUN COMMUNITY ROOM

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

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

Commissioners absent: Francesca Kracht

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

Tenants Present: Eileen Mitchell (unit 3) BF.

Others Present: Gwenn Burgess from CGT Financial Services.

Minutes:

Corrections to Minutes from Special Meeting on June 23, 2026.

On page two under “Report of Executive Director,” second paragraph should read “Jim Simoncelli Jr.”

On page three under “Executive Session” it should read “Francesca Kracht.”

Motion made by Jean Adams to accept the minutes from the Special Meeting on June 23, 2026, as amended. Motion seconded by Michael Lyn Cappello. Motion passed. One commissioner abstained.

Tenant Comments/Questions/Public Comment:

A resident mentioned her dissatisfaction with the flower beds in front and rear of Bantam Falls and also inquired about the tree removal at Bantam Falls.

Tenant Commissioner’s Report:

Jean Adams reported that there will be lunch and bingo on August 5th and 12th in the Bantam Falls Community Room. Jean also stated that a group photo was taken for LHA’s new website.

Bills and Communications:

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

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 he and the housing consultant firm continue to work on the funding application. Bids for the Relocation Specialist were received, with Glendower Group submitting the lowest bid at \$98,593.

Motion made by Michael Lyn Cappello to accept Glendower Group as the LHA's Relocation Specialist. Motion seconded by Kate Orr. Motion passed.

c. Seherr- Thoss Foundations

a. Walk-In Showers – Project Update -Jim Simoncelli Jr. stated that the bathroom project in units C4, H1 and H2 has been completed. The full scope of work included asbestos remediation, new floor, new walk-in shower, and a new vanity.

d. River Bend

i. Update – Jim Simoncelli Jr. reported that the project team is preparing to submit a consolidated application for funding.

Motion made by Sandra Becker to give Jim Simoncelli Jr. signatory authority for all documents pertaining to River Bend, which includes but not limited to all exhibits in the Consolidated Application (Conn-App). Motion seconded by Jean Adams. Motion passed.

Report of Executive Director:

Jim Simoncelli Jr. stated that a commissioner's term expires on August 1st, and the reappointment will be considered at the next Town of Litchfield Selectmen meeting.

Jim Simoncelli said the Renters Rebate Program that was held at Wells Run on July 23, 2026.

Jim Simoncelli Jr. stated that he will be on vacation from August 10th through the 15th.

Jim Simoncelli Jr. had Emma Wheeler, the LHA office assistant, explain to the Board how she is creating the new website for the LHA and talked about all the features and information that it will have.

Jim Simoncelli Jr. reported that he has developed an LHA business email account through Google.

Financial Report:

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

After a brief discussion, motion made by Jean Adams to accept the Financial Report for June 2026 as presented. Motion seconded by Sandra Becker. Motion passed.

- B. State Report – Jim Simoncelli Jr and Gwen Burgess from CGT Financial Services presented the State Report to the Board. After a brief discussion, motion made by Michael Lyn Cappello to accept the State Report as presented. Motion seconded by Kate Orr. Motion passed.

Unfinished Business:

- A. LHA Policies and Procedures
 - i. Patio/Porch and Storage Policy – Jim Simoncelli Jr. stated that this will be discussed at 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:

Motion made by Michael Lyn Cappello to enter Executive Session. Motion seconded by Kate Orr. Motion passed. Executive Session was entered into at 4:57 PM.

Motion made by Michael Lyn Cappello to exit Executive Session. Motion seconded by Kate Orr. Motion passed. Executive Session was exited at 5:26 PM.

No action was taken.

Adjournment:

Motion made by Sandra Becker to adjourn the meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 5:27 P.M.

Respectfully Submitted,
Jim Simoncelli Jr.
Executive Director LHA