

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING SEPTEMBER 22, 2026

4:00 P.M

BANTAM FALLS COMMUNITY ROOM

Called to order at 4:07 by Chairperson Sandra Becker.

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

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

Tenants Present: Eileen Mitchell (unit 3), and Joan Dignacco (unit 15).

Minutes:

Corrections to Minutes from Regular Meeting on July 28, 2026.

On page two under “Walk-in Showers” second sentence the word “or” should be replaced with “of.”

Motion made by Jean Adams to accept the minutes from the Regular Meeting on July 28, 2026, as amended. Motion seconded by Michael Lyn Cappello. Motion passed. One commissioner abstained.

Tenant Comments/Questions/Public Comment:

Nothing to report at this time.

Tenant Commissioner’s Report:

Nothing to report at this time.

Bills and Communications:

- a. State of Officers - Motion made by Kate Orr to correct “State of Officers” on the agenda to “Slate of Officers.” Motion seconded by Michael Lyn Cappello. Motion passed.

Motion made by Micael Lyn Cappello to have Slate of Officers as follows: Chairman - Sandra Becker, Vice Chairman - Kate Orr, Treasurer – Michael Lyn Cappello, Secretary – Francesca Kracht, and Tenant Commissioner - Jean Adams. Motion seconded by Kate Orr. Motion passed.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that the dedication ceremony to celebrate the completion of the new ADA accessible units and on its new windows and lighting upgrades will be held October 19, 2026, at 11:00 in the Bantam Falls Community Room.

- 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. The Gledover Group Housing Relocation Specialist Team completed individual assessments of all residents at Bantam Falls.
- c. Seherr- Thoss Foundations
 - a. Walk-In Showers – Project Update -Jim Simoncelli Jr. reported that the project is complete.
 - b. River Bend
 - i. Update – Jim Simoncelli Jr. reported that River Bend project Conn-App has been submitted, and the LHA is currently responding to questions that came up during the “clarification” period. The LHA will respond in a timely manner.

Motion made by Sandra Becker to approve an average of five extra hours a week for Jim Simoncelli Jr. to be added to the project budget and paid for by the grant funds for extra work he will be doing for the River Bend project. These hours can be retroactive to September 8, 2026. Jim Simoncelli Jr’s hours will be documented and signed off by the LHA treasurer. Motion seconded by Kate Orr. Motion passed.

Report of Executive Director:

Jim Simoncelli Jr. stated that he and Administrative Assistant Beth Graziani attended the CONN-NAHRO Convention this year. Jim Jr. stated that the convention had limited sessions to the State Portfolio. Jim Jr. said he volunteered to help create sessions for the State Portfolio for next year’s convention.

Jim Simoncelli said he will be meeting with a new power washing company at Wells Run next week.

Jim Simoncelli Jr. stated that he will meet with the landscape company about the flower gardens in front of Bantam Falls.

Jim Simoncelli Jr. said that he is addressing the two abandoned cars at Wells Run and Bantam Falls.

Jim Simincelli Jr. and Emma Wheeler presented the new Litchfield Housing Authority website to the Board.

Motion made by Sandra Becker to approve the website to be published. Motion seconded by Jean Adams. Motion passed.

Financial Report:

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

After a brief discussion, motion made by Jean Adams to accept the Financial Report for July 2026 as presented. Motion seconded by Francesca Kracht. Motion passed.

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

After a brief discussion, motion made by Michale Lyn Cappello to accept the Financial Report for August 2026 as presented. Motion seconded by Kate Orr. Motion passed.

New Business

A. Policy Updates

- i. LHA File Retention Policy – Jim Simoncelli Jr. distributed a copy of the File Retention Policy to the Board for review. Jim Jr. will review the policy with LHA attorney before bringing back to the Board for approval.
- ii. LHA Surveillance and Recording Policy - Jim Simoncelli Jr. distributed a copy of the LHA Surveillance and Recording Policy to the Board for review. Jim Jr. will review the policy with LHA attorney before bringing back to the Board for approval.

Unfinished Business:

A. LHA Policies and Procedures

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

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:

Executive Session was not entered into.

Adjournment:

Motion made by Michael Lyn Cappello to adjourn the meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 5:09 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority