LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING OCTOBER 27, 2026

4:00 P.M

BANTAM FALLS COMMUNITY ROOM

Called to order at 4:02 by Chairperson Sandra Becker.

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

Commissioners absent: Michael Lyn Cappello.

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

Tenants Present: Eileen Mitchell (unit 3), and Alice Zeiss (unit 35) and Virginia Bennett (unit 9).

Others present: Gwen Burgess from CGT Financial Services.

Minutes:

Corrections to Minutes from Regular Meeting on September 22, 2026.

On page one under "Bills and Communication" Micael" should read "Michael."

On page 2 under "Grants/ Fundraising' first sentence, the word 'units" will be replaced with the word "apartments".

Motion made by Jean Adams to accept the minutes from the Regular Meeting on September 22, 2026, as amended. Motion seconded by Francesca Kracht. Motion passed.

Tenant Comments/Questions/Public Comment:

A Bantam Falls resident reported that a few of the driveway lights were not working.

Tenant Commissioner's Report:

Nothing to report at this time.

Bills and Communications:

Nothing to report at this time.

Grants / Fundraising:

a. Community Development Block Grant (CDBG)

    i. Bantam Falls Rehab Project

1. Dedication – October 9. 2026 - Jim Simoncelli Jr. reported that the dedication ceremony to celebrate the completion of the CDBG project of the ADA accessible units and on the entire buildings new windows and lighting upgrades went very well and attendees included CT Housing Commissioner Seila Masquer-Bruno along with another representative from CT DOH, two representatives from HUD, State Rep Karen Reddington-Hughes, Litchfield First Selectman Denice Rapp, all LHA commissioners and 12 residents.

b. SSHIP – (State Sponsored Housing Improvement Program)

i. Project Update – Jim Simoncelli Jr. said he is waiting for the architect to complete 100% drawing set before going out to bid.

c. River Bend

i. Update – Jim Simoncelli Jr. reported that the River Bend Project is in the "clarification" period. Once the clarification stage is complete a contract will be signed with the low bidder.

Report of Executive Director:

Jim Simoncelli Jr. stated that a Wells Run resident had a live-in aid who had acquired parking fees. The live-in aid passed away leaving a $230 balance. Motion made by Kate Orr to write off the uncollected balance of $230. Motion seconded by Francesca Kracht. Motion passed.

Jim Simoncelli said he attended two meetings. The first was a CONN NAHRO Board meeting in Wallingford. The second was a Small PHA Round Table meeting in Rocky Hill. The topic was "emergency preparedness "which was explaining ways of how to relocate residents in case of emergencies.

Jim Simoncelli Jr. stated that the Salvation Army and Social Services handed out bags of basic needs items to the residents of Bantam Falls, Wells Run and Elridge Senior Housing in Morris. Bags included toilet paper, paper towels, tissue, hand sanitizer, Zepp cleaner and sponges.

Jim Simoncelli Jr. said that all of the buildings at Wells Run have been powered washed and two pieces of aluminum trim were replaced.

Motion made by Kate Orr to add "Base Rent Increase" to the Agenda under Financial Report. Motion seconded by Jean Adams. Motion passed.

Financial Report:

A. Base Rent Increase Wells Run – The proposed base rent increase for Wells Run increase is as follows:

i. Current base rent of $225 will be increased by $15 to $240.
ii. Current base rent of $300 will be increased by $20 to $320.

iii. Current base rent of $425 will be increased by $25 to $450.
iv. Current base rent of $450 will be increased by $105 to $555.
v. Current base rent of $525 will be increased by $30 to $555.
vi. Base rent of an efficiency unit for a resident moving in after May 1, 2027, will be $240.
vii. Base rent of a 1-bedroom unit for a resident moving in after May 1, 2027, will be $555.

Motion made by Sandra Becker to accept the May 1, 2027, rent increase at Bantam Falls according to the schedule developed by Jim Simoncelli Jr. Motion seconded by Kate Orr. Motion passed.

B. Base Rent Increase Bantam Falls – The proposed base rent for Bantam Falls increase is as follows:
i. Current base rent of $525 will be increased by $50 to $575.
ii. Current base rent of $550 will be increased by $25 to $575.
iii. Current base rent of $650 will be increased by $35 to $685.
iv. Current base rent of $685 will be increased by $40 to $725.
v. Base rent of a 1-bedroom unit for a resident moving in after May 1, 2027, will be $725.

Motion made by Francesca Kracht to accept the May 1, 2027, rent increase at Bantam Falls according to the schedule developed by Jim Simoncelli Jr. Motion seconded by Francesca Kracht. Motion passed.

C. 2027 Management Plan - Jim Simoncelli Jr. and Gwen Burgess for CGT Financial Services presented the 2027 Management Plan to the Board.

Motion made be Kate Orr to accept the LHA 2027 Management Plan as presented. Motion seconded by Jean Adams. Motion passed.

D. September 2026 - Jim Simoncelli Jr. presented the following financial reports for September 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending September 2026.
After a brief discussion, motion made by Jean Adams to accept the Financial Report for September 2026 as presented. Motion seconded by Kate Orr. Motion passed.

Motion made by Sandra Becker to repurpose the dissolved pet account to the new account for River Bend. Motion ion seconded by Kate Orr. Motion passed.

New Business

Nothing to report at this time.

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.

D. Policy Updates

i. LHA File Retention Policy - Nothing to report at this time.

ii. LHA Surveillance and Recording Policy - 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 Jean Adams to enter into Executive Session. Motion seconded by Jean Adams. Motion passed. Executive Session was entered into at 5:17 P.M.

Motion made by Kate Orr to exit from Executive Session. Motion seconded by Francesca Kracht. Motion passed. Executive Session ended at 5:33 P.M.

No action was taken.

Adjournment:

Motion made by Jean Adams to adjourn the meeting. Motion seconded by Kate Orr. Motion passed. The meeting was adjourned at 5:34 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority