

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING NOVEMBER 16, 2020

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:03 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Bob Miller, Tom McClintock, Ruth Torizzo, (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenants present: No tenants were present.

Others present: First Selectwoman Denise Raap

Minutes:

Corrections to Minutes Special Meeting October 30, 2020, first page under the heading, the word October was misspelled. On page 3 under “New Business” “for the new sign and lighting for Wells Run” should be added at the end of the first sentence and under “Unfinished Business” after WR – Cameras, the word “noting” should read “Nothing”.

Motion made by Tom McClintock to accept the minutes from the Special Meeting October 30, 2020 as corrected. Motion seconded by Barbara Spring. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated that West State Mechanical, the boiler contractor for Bantam Falls, had left the boilers in manual mode for a number of weeks which resulted in un-needed oil usage. With the calculation of actual usage during that time the LHA was issued a \$400.00 credit.

Grants / Fundraising:

- a. Seherr-Thoss Foundations – nothing to report at this time.
- b. Housing Authority Small Improvement Program (HASAIP) (Rolling Application) - Nothing to report at this time.

Report of the Executive Director:

Jim Simoncelli Jr. reported that the tub cutouts for 2 units at Wells Run will start on Saturday November 21, 2020.

Jim Simoncelli Jr. stated that the following will be the Proposed Base Rent Increase which would be effective May 1, 2021:

Bantam Falls:

Residents paying a base rent of \$435 will have an increase of \$15 and the new base rent will be \$450.
Residents paying a base rent of \$40 will have an increase of \$15 and the new base rent will be \$485.
Residents paying a base rent of \$550 will have an increase of \$15 and the new base rent will be \$565.
New residents moving in after May 1, 2021 will pay a base rent of \$600.

Wells Run:

Residents paying a base rent of \$165 will have an increase of \$15 and the new base rent will be \$180.
Residents paying a base rent of \$230 will have an increase of \$15 and the new base rent will be \$245.
Residents paying a base rent of \$200 will have an increase of \$15 and the new base rent will be \$215.
Residents paying a base rent of \$300 will have an increase of \$50 and the new base rent will be \$350.

Motion made Tom McClintock to approve the proposed base rent increase at Wells Run and Bantam Falls as stated above. Motion seconded by Bob Miller. One commissioner abstained. Motion passed.

Jim Simoncelli Jr. brought up concerns regarding Covid19. Jim Jr. made the following changes/rules.

1. A designated Fed Ex/UPS drop area for packages at Bantam Falls.
2. A restriction of two visitors for a resident at one time.
3. No one under the age of 18 will allowed in the building.
4. Discouraging social visitors.
5. An emphasis of visiting guests to use the sign-in and sign-out sheets.
6. All maintenance will be scheduled by maintenance with residents.

A notice will be distributed regarding the above.

Capital Improvements - Ongoing Projects

- A. WR- Community House Remodel – Jim Simoncelli Jr. said that the concrete platforms were installed for the new generator at Wells Run and under the existing propane tanks. The generator for the Wells Run Community House is scheduled for installation upon delivery

Financial Report

Jim Simoncelli Jr. reported on the bank account balances of each Litchfield Housing bank account.

Inspection of Grounds: An Inspection was not done.

Sub-Committees

- a. Grounds / Facility Inspection – Nothing to report at this time.

Unfinished Business

- a. LHA Policies and Procedures
 - i. Procurement Policy – Nothing to report at this time.
 - ii. Tenant Selection Policy – Nothing to report at this time.
- b. LHA Security
 - i. WR – Cameras – Jim Simoncelli Jr. stated that conduit was buried in order to run additional wires for the security cameras at H Building at Wells Run.

- c. Creating a 501C3 – Nothing to report at this time.
- d. Wells Run Sign – Jim Simoncelli Jr. said he will have an update soon for the approval of the painting and lighting of the sign for Wells Run.

New Business: Nothing to report at this time.

Tabled Items:

Executive Session:

Motion made by Barbara Spring to enter into executive Session. Motion seconded by Tom McClintock. Executive session was entered into at 2:25 PM.

Motion made by Barbara Spring to exit from Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive session ended at 2:52 P.M

The following action was taken:

Motion made by Bob Miller to allow Executive Director Jim Simoncelli Jr. to issue staff bonuses at his discretion. Motion seconded by Tom McClintock. Motion passed.

Adjournment

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 2:57 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority