

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING FRIDAY OCTOBER 30, 2020
BANTAM BOROUGH HALL
10:00 AM

Called to order at 10:00 AM by Chairperson Sandra Becker

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

Others present: Gwen Burgess from CGT Financial Services.

Tenants present: No tenants were present.

Minutes:

Corrections to minutes Special Meeting September 25, 2020.

On the first page under “Roll Call” Barbara Spring was in attendance.

On page 2 under “Bills and Communications”, second paragraph, the sentence should read “Two Wells Run residents wrote letters to the editors” and on page 3 under “New Business” the words “Historical Society” should be “Historical District Commission”.

Motion made by Tom McClintock to accept the minutes from the Special Meeting on September 25, 2020 as corrected. Motion seconded by Barbara Spring. Motion passed.

Election of Officers:

Tom McClintock made a motion to cast one vote for the new slate of Officers to remain the same as the past year. Barbara Spring seconded the motion. Motion passed. The Officers are as follows; Sandra Becker as Chairperson, Barbara Spring as Vice-Chair, Bob Miller as Treasurer, Tom McClintock as Secretary and Ruth Torizzo as Resident Commissioner.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. reported that he received 2 written requests along with doctor notices from two Wells Run residents requesting tub cutouts. Jim Jr. explained how tub cutouts are done and received a quote from Fiberglass Repair and Bathroom Remodel. Motion made by Barbara Spring to accept the price as quoted for the tub cutouts for the two units at Wells Run. Motion was seconded by Tom McClintock. Motion passed.

Private Grants / Fundraising:

- A. Seherr-Thoss Foundations – Nothing to report at this time.
- B. Housing Authority Small Improvement Program (HASIP) – Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. stated that there will be one vacant unit at Bantam Falls on November 1, 2020.

Jim Simoncelli Jr. said that the office renovation and kitchen renovation at Bantam Falls is now complete.

Jim Simoncelli Jr. said that the Tenant Profile and Waiting List Survey required by the CHFA every year, have been completed and submitted.

Jim Simoncelli Jr. reported that the Fire Marshall inspection is being conducted at Bantam Falls on October 30, 2020 (today) and will be completed at Wells Run on November 10, 2020. All residents received a 1-week notice prior to the inspection.

Jim Simoncelli Jr. stated that two raised flower beds with soil were donated to the Housing Authority from the Litchfield Health and Wellness Resources.

Capital Improvements – Ongoing Projects:

- a. WR – Community House Remodel – Jim Simoncelli Jr. stated the cabinets and carpet tiles have been installed and the generator has been ordered and is expected to be delivered mid-November.
- b. BF – Sidewalk Replacement – Jim Simoncelli Jr. said that sidewalk replacement has been completed.

Financial Report:

Jim Simoncelli Jr. and Gwen Burgees presented the 2021 Annual Operating Budget (Management Plan). After a detailed discussion, motion made by Tom McClintock to accept the 2021 Annual Operating budget (Management Plan) as presented. Motion seconded by Ruth Torizzo. Motion passed.

Jim Simoncelli Jr. stated that a Base Rent Increase has been included in the 2021 Management Plan. The Base Rent Increase will go through the proper approvals required by the CHFA.

Inspection of Grounds:

An inspection was not done.

Sub-Committees

A. Grounds / Facility Inspections – Nothing to report at this time.

Unfinished Business:

A. LHA Policies and Procedures

1. Procurement Policy – Nothing to report at this time.
2. Tenant Selection Policy – Nothing to report at this time.

B. LHA Security

1. WR -Cameras – Nothing to report at this time.

C. Creating a 501C3 – Nothing to report at this time.

New Business:

A. Wells Run Sign – Jim Simoncelli Jr. stated that he will be formally submitting an application to the Historical District Commission this month.

Tabled Items:

Executive Session:

Motion made by Tom McClintock to enter into Executive Session. Motion seconded by Bob Miller. Motion passed. Executive session was entered into at 11:30 PM.

Motion made by Tom McClintock to exit Executive Session. Motion seconded by Ruth Torizzo. Motion passed. Executive Session ended at 12:48 P.M.

No action was taken.

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 12:49 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority