

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING FRIDAY SEPTEMBER 25, 2020
BANTAM BOROUGH HALL
1:00 PM

Called to order at 1:00 PM by Chairperson Sandra Becker

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

Tenants present: Bantam Falls residents Donald Palmer (Unit 35), Mary Curtis (Unit 4), Patricia Lapidus (Unit 11) arrived at 1:45, Virginia Bennett (Unit 9), Brenda Newell (Unit 34), Eileen Mitchell (Unit 3) and Carol Powers (Unit 32) were in attendance.

Minutes:

Corrections to minutes Special Meeting August 24, 2020.

On page 1 under “Minutes”, second paragraph, a question mark should be inserted after the word “person”. On the second page under “Financial Report”, the word “al” should be “all”.

Motion made by Tom McClintock to accept the minutes from the Special Meeting on August 24, 202 as corrected. Motion seconded by Bob Miller. Motion passed. One commissioner abstained.

Tenant Comments/Questions:

Carol Powers (Unit 32) expressed concerns about Bantam Falls maintenance. Jim Simoncelli Jr. stated that starting on Monday, September 28, 2020, a new maintenance person will be starting at the LHA

Eileen Mitchell (Unit 3) stated that she would like to learn how to operate the intercom system in her unit. Jim Jr. said he would be happy to send out instructions on how to operate the intercom to all residents.

Brenda Newell (Unit 34) mentioned that she still had a squeaking noise coming from her toilet. Jim Jr. has had them checked multiple times and will continue to investigate the issue.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that the food pantry has ended but there is still a reserve of items if needed in an emergency. Items such as pasta, pasta sauce, water and paper product are stored in our pantry at Bantam Falls.

Jim Simoncelli Jr. said that he received thank you notes from residents at Bantam Falls for the hard work and effort by the LHA in creating the food pantry during the pandemic. The residents were also very grateful for the Stop & Shop gift cards they received following the extended power outage. Jim Jr. stated that two residents at Wells Run wrote editorials, printed in the Waterbury Republican newspaper stating how appreciative they were also for all the hard work put in by the LHA for the Food Pantry and Stop & Shop gift cards.

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 Jamie Loomis is back cleaning and sanitizing on a daily basis.

Jim Simoncelli Jr. said that starting on Monday, September 28, 2020, Tom Lanza will start as the new maintenance person for the LHA. Jim Jr. will be putting a new system/schedule in place with all the maintenance workers.

Jim Simoncelli Jr. stated that all common areas will remain closed. Jim Jr. explained via the LHA Insurance Company regarding the risks and benefits of keeping the common areas closed. Jim Jr. also spoke with four other CT Housing Authority Executive Directors regarding common spaces. Those Housing Authorities will also keep common area closed for the foreseeable future.

Jim Simoncelli Jr. said that the estimate to prune, trim and open up the canopies of the locust trees at Bantam Falls will be approximately \$450 to \$600 per tree. Jim Jr. will see if this work will fit into the 2020 budget. If not the LHA will budget this work for 2021.

Jim Simoncelli Jr. reported that a representative from White Memorial notified him that they are looking to purchase the land between Wells Run and the Bantam River. Jim Jr. will update the board as this develops.

Jim Simoncelli Jr. stated that the Housing Authority is facing a severe shortage of material and services from the majority of their contractors. This shortage is due to the lack of production caused by the pandemic.

Capital Improvements – Ongoing Projects:

- a. WR – Community House Remodel – Jim Simoncelli Jr. stated the cabinets and carpet tiles have been ordered and that Bob Miller has approved the purchase of a generator for Wells Run.
- b. BF – Sidewalk Replacement – Jim Simoncelli Jr. said that the asphalt is down, and the project has been completed.

Financial Report:

Jim Simoncelli Jr. presented the following financial report; Transaction List by Vendor for July 2020 and Transaction List by Vendor August 2020.

Motion made by Tom McClintock to accept the Financial Report from July 2020 and August 2020 as presented. Motion was seconded by Barbara Spring. Motion passed.

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 – Jim Simoncelli Jr. said he spoke with the LHA attorney in regard to creating a 501C3.

New Business:

A. Wells Run Sign – Jim Simoncelli Jr. stated that he will be filling out an application with the Litchfield Historical Society to be able to replace the sign at the entrance of Wells Run in accordance with the Town of Litchfield guidelines.

Tabled Items:

Executive Session:

Motion made by Tom McClintock to enter into Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive session was entered into at 2:31 PM.

Motion made by Tom McClintock to exit Executive Session. Motion seconded by Ruth Torizzo. Motion passed. Executive Session ended at 2:53 P.M.

No action was taken.

Motion made by Barbara Spring to postpone the LHA's Annual Meeting until the October meeting instead of September. Motion was seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Ruth Torizzo. Motion passed.
Meeting adjourned at 2:59 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority