

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JULY 28, 2020 BANTAM FALLS
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:14 PM by Chairperson Sandra Becker

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

Absent: Administrative Assistant Beth Graziani

Tenants present: No tenants were present.

Others present: First Selectwoman Denise Raap

Minutes:

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on June 23, 2020 as presented. Motion seconded by Ruth. One commissioner abstained. Motion passed.

Report of Executive Director:

A. Housing Authority Update

Jim Simoncelli Jr. reported that the new maintenance worker Charlie Baker is doing a very nice job at Bantam Falls. He is working approximately 20 hours per week and getting a lot done.

Jim Simoncelli Jr. stated that the rear sidewalk at Bantam Falls will be removed and replaced starting July 30, 2020 by Deacon Excavating. Jim Jr. will notify residents of an exact schedule of the work to be completed as soon as possible.

Jim Simoncelli Jr. reported that a resident at Wells Run continues to do damage to his bathroom. The resident will be billed all costs associated with these damages. Jim Jr. has spoken with the resident's case worker regarding this behavior. Jim Jr. will report any continuing issue.

Jim Simoncelli Jr. mentioned that he will be working from home on Tuesdays and Thursdays and that 1PM Board Meetings will be very difficult to attend. Jim Jr. will speak with each commissioner to pick a new temporary meeting date for upcoming meetings.

Jim Simoncelli Jr. reported that Janice Connor, Litchfield Housing Authority Resident Services Coordinator, is organizing weekly bus rides for residents from Bantam Falls and Wells Run on the Town of Litchfield Bus. This bus is taking weekly trips to Walmart in Torrington and businesses in Litchfield. Janice also wants to start organizing outside activities for the residents of Bantam Falls and Wells Run such as chair exercises, ice cream socials, etc. Janice will make sure that residents are wearing face coverings and honor social distancing throughout each activity.

Jim Simoncelli Jr. reported that he received two prices for the Bantam Falls office expansion project. This project will expand the Bantam Falls office so that social distancing can be observed while working in the office

or while meeting with applicants and residents. The office will expand into the existing kitchenette behind the office and the kitchenette will move to the maintenance room where there is already the set-up for a kitchen. Bill Deacon submitted a price of \$6,300 and Kevin McCaffrey Building submitted a price of \$7,283.

B. LHA/MHA Food Pantry Update.

Jim Simoncelli Jr. stated that food order tickets are distributed Wednesdays and the food bags are distributed every Friday (was Tuesday and Friday). The LHA/MHA has distributed over 2,000 bags of food to its residents since March 20, 2020. Jim Jr. stated that the LHA/MHA Food Pantry will do its last delivery before Labor Day.

C. Resident Communications

Jim Simoncelli Jr. received a letter from the resident in unit #32 at Bantam Falls regarding the health and upkeep of 10 Honey Locust trees. Jim Jr. read the letter from #32 dated July 28, 2020. The letter explained the problem with the trees, reviewed what has caused that problem and gave solutions including prices regarding the health of the trees.

The Litchfield Housing Authority received a letter from a resident at Bantam Falls (unit #5) requesting that her existing flooring (carpet) is replaced with LVT for health reasons.

Jim Simoncelli Jr. and Sandra Becker received an email from a resident at Wells Run regarding the ongoing parking problem at Wells Run. The 15-minute parking is continuously being abused and cars are parking there for hours. Jim Jr. stated that he will make it a point to enforce the parking policy and issue parking tickets if necessary.

The Litchfield Housing Authority received a letter from a resident at Bantam Falls regarding the spraying of bees that was scheduled for July 27, 2020. The letter stated that she believes that spraying for bees with Taurus (chemical used by the exterminator) will greatly affect bee colonies. Jim Simoncelli Jr. spoke to the resident on the phone regarding the spraying and stated that “bees” was referenced in the notice as a category which includes wasps, hornets, and yellow jackets among other stinging insects and that bees were not being specifically targeted. Jim Jr. continues to explain that only problem areas with high activity will be spayed.

D. Other Updates

Nothing to report.

Financial Report

A. 2018-2019 Audit

Jim Simoncelli Jr. stated that the audit has been completed by Maletta & Company and he is waiting to get the report.

B. State Report

Jim Simoncelli Jr. distributed (prior to the meeting) the following financial reports for period January 1, 2020 through June 30, 2020 (CHFA Quarterly Report); Budget vs. Actual Jan-Jun 2020, Balance Sheet YTD June 30, 2020, Profit and Loss Jan-Jun 2020, and Profit and Loss by Class Jan-Jun 2020. Jim Jr. stated that all information provided in these reports are the exact figures on the Interim Statement of Operations. Jim Simoncelli Jr. stated that LHA Accountant and Bob Miller spoke in detail regarding the reports prior to the meeting. Jim Jr. discussed the above reports in detail. Motion made by Barbara Spring to approve the Interim Statement of Operations as presented. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. also distributed (prior to the meeting) LHA bank statements for the following accounts: Operations, Pet Security, Grant Holding, and Short-Term Investment Fund (STIF). Jim Jr. briefly discussed each statement.

Commissioner Comments

- a. Sandra Becker – Sandra Becker commended the entire staff of the LHA for their hard work, especially during this difficult time. She also stated that we have 5 very committed commissioners.
- b. Barbara Spring – Barbara commented on the letter from unit #32 at Bantam Falls regarding the 10 locust trees and that she is very concerned about the cost associated with that work.
- c. Bob Miller – Bob Miller stated that the “Wells Run” sign at the entrance to Wells Run is not in very good condition. Bob continues by stating that the sign is the first thing someone sees when they enter the property and that it should be fixed or replaced.

Bob also mentioned that he wants Jim Simoncelli Jr. to look into what the actual cost is in running the air conditioners on the second-floor hallway at Bantam Falls and if there is a better way to cool the hallways.

- d. Tom McClintock – Tom McClintock agreed with Bob Miller regarding the energy usage from the air conditioners on the second floor at Bantam Falls and agrees it is a good idea to look into other options.

Tom McClintock asked if chairs could be put out throughout the hallways at Bantam Falls for resident use. Jim Simoncelli Jr. stated that the chairs in the hallways will be put out when the Housing Authority decides to re-open common areas.

- e. Ruth Torizzo – Ruth Torizzo asked multiple questions regarding the upcoming sidewalk replacement project at Bantam Falls. Jim Simoncelli Jr. stated that all residents will be notified of the details of the project as soon as possible.

Motions

Motion made by Tom McClintock to have the Litchfield Housing Authority’s arborist (Maple Ridge LLC) review the issue with the Locust trees at Bantam Falls and notify the Housing Authority of potential solutions with approximate costs. Motion seconded by Ruth Torizzo. Motion passed.

Motion made by Barbara Spring to replace the sign at the entrance to Wells Run with an exact replacement by Giordano Signs as per quote submitted March 4, 2020. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to change the flooring in unit #5 to LVT as requested in the letter dated July 23, 2020 identical to the work in units #11 and #32. Motion seconded by Tom McClintock. Motion passed.

Motion made by Tom McClintock to accept the price from Arthur D. Deacon and Son to expand the office at Bantam Falls in the amount of \$6,300 and to complete the following additional work in the Bantam Falls office: painting, any electrical work , and changing the flooring. Motion seconded by Bob Miller. Motion passed.

Motion made by Tom McClintock to allow Litchfield Housing Authority's Resident Services Coordinator to start organizing outside activities for the residents of Bantam Falls and Wells Run as long as social distancing is being observed and residents wear masks. Motion seconded by Barbara Spring. Motion passed.

Sandra Becker asked all commissioners if they have something to add to the Agenda to please notify her prior to the meeting and those items can be added to the next meeting Agenda.

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 3:13 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority