

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING MAY 26, 2020 BANTAM FALLS
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:09 PM by Chairperson Sandra Becker

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

Tenants present: No tenants were present.

Minutes:

Corrections to minutes from Regular Meeting March 10, 2020.

On the first page on under “Minutes” fourth paragraph, the word “where” should be replaced with “when”.

On the second page under “Report of the Executive Director”, in the second paragraph the word “early” should be replace with “yearly”.

Motion made by Barbara Spring to accept the minutes from the Regular Meeting on March 10, 2020 as corrected. Motion seconded by Bob Miller. Motion passed.

Report of Executive Director:

A. Housing Authority Update

Jim Simoncelli Jr. stated that there are two vacancies at the LHA. One at Bantam Falls and one at Wells Run.

Jim Simoncelli Jr. stated that he will schedule a unit showing on a specific day and time. The unit will be sanitized prior to anyone on the waiting list entering the unit. The person on the waiting list will do a self-tour of the unit followed by a phone conference with the Executive Director to answer any questions. The unit will then be sanitized following each person leaving the unit. There will be a limit of two people viewing the unit.

Jim Simoncelli Jr. said that all the paperwork (lease, rules, policies, etc.) will be mailed to the perspective residents on the waiting list followed by a phone conference to review. The paperwork will then be signed and mailed back to the LHA.

Jim Simoncelli Jr. stated that all routine maintenance has been suspended. LHA maintenance is busy with doing work and renovating the units that are now vacant.

Jim Simoncelli Jr. said that all common areas at both Wells Run and Bantam Falls are closed to residents and that the LHA office is closed to both residents and guests. Each facility is sanitized daily.

Jim Simoncelli Jr. also stated that the community room project at Wells Run is on hold.

Jim Simoncelli Jr. mentioned that the new RSC (Resident Service Coordinator) has been a tremendous help. She has been making weekly wellness calls and helping with the food pantry. She has also been sending out activity packages to all residents every Tuesday which also contains the latest COVID – 19 updates and State guidelines.

Jim Simoncelli Jr. stated that Administrative Assistant Beth Graziani is mainly working from the Morris office to maintain social distancing.

Jim Simoncelli Jr. said that the LHA legal issue was filed prior to the Court being shut down. The earliest the courts will re-open will be July 1, 2020. Currently residential eviction cases cannot currently be filed in Connecticut.

B .LHA/MHA Food Pantry Update.

Jim Simoncelli Jr. stated that food order tickets are distributed Mondays and Thursdays and the food bags are distributed Tuesdays and Fridays. The LHA/MHA has distributed 1169 bags of food to its residents over 19 distribution days (as of May 22, 2020). The funding sources have been from the Salvation Army, Litchfield/Morris Rotary Club, Litchfield Community Service Fund, Litchfield Social Services, Arethusa Farms, Guida Milk, Litchfield Community Center, Camp Washington, Friendly Hands, @the Corner and private donors.

C. Resident Communications

Jim Simoncelli Jr. said he received multiple complaints from a resident on the second floor at Bantam Falls regarding noise from a resident’s wind chimes. Jim Jr. will send the resident a letter asking if the wind chimes can be tied up at night and when it is very windy.

Jim Simoncelli Jr. stated that a resident at Wells Run asked for a tent to be put in the woods so the residents can escape the mosquitos this summer.

Jim Simoncelli Jr. said that a resident would like to replace the carpet in the unit for vinyl planks like the ones that were installed in another unit at Bantam Falls due to allergy issues.

Jim Simoncelli Jr. said the Engagement Letter with Maletta and Company was signed last week. They are behind approximately 2 months due to Covid-19 but will be putting our audit toward the top of their list. The LHA will use a 2-month extension.

Commissioner Comments

- a. Sandra Becker – Sandra Becker stated that she agreed that a tent should not be set up at Wells Run. Sandra also stated that a letter should be sent to the resident at Bantam Falls requiring her to tie up her wind chimes at night and also in windy conditions.

- b. Barbara Spring – Barbara Spring thanked the entire staff of the LHA for their hard work and for doing such a wonderful job during the pandemic. Barbara also agreed that the tent should not be set up at Wells Run.
- c. Bob Miller – Bob Miller stated that Jim Simoncelli Jr. has been handling the financials of the LHA very well during this difficult time. Bob said the financials look good and the reserve account is approaching \$100,000.00 / (One Hundred Thousand Dollars).
- d. Tom McClintock – Tom McClintock agreed to all the comments made by Sandra Becker.
- e. Ruth Torizzo – Ruth Torizzo also agreed to the above comments and statements.

Motions

Motion made by Barbara Spring to send a letter to the resident at Bantam Falls in regard to tying up the wind chimes at night and in windy conditions and to not allow a tent to be put up at Wells Run. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to submit a letter to a resident at Bantam Falls stating the same stipulations will apply to the installation of the vinyl flooring that were installed in another resident's unit. Motion seconded by Tom McClintock. Motion passed

Motion made by Tom McClintock to commend Jim Simoncelli Jr., Beth Graziani, Jamie Loomis, Dave Gotti and Janice O'Conner for all of their hard work and professionalism during the pandemic. Motion seconded by Bob Miller. Motion passed.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed.
Meeting adjourned at 1:57 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority