

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING JANUARY 22, 2021

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:02 PM 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.

Tenants present: No tenants were present.

Others present: First Selectwoman Denise Raap.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Nothing to report at this time.

Minutes:

Motion made by Bob Miller to accept the minutes from the Special Meeting December 18, 2020 as presented. Motion seconded by Ruth Torizzo. Motion passed. One commissioner abstained.

Bills and Communications:

Jim Simoncelli Jr. stated that the Litchfield Housing Authority's CHFA (Connecticut Housing Finance Authority) Asset Manager has been re-assigned, therefore the LHA has been assigned a new asset manager.

Jim Simoncelli Jr. said he and the LHA RSC (Resident Service Coordinator) Janice Conner have been trying to coordinate a COVID-19 clinic to be brought on site for the residents of Bantam Falls and Wells Run.

Jim Simoncelli Jr. reported that there continues to be invoicing issues with the LHA's current plumbing contractor in the delay in billing. Motion made by Bob Miller to go out to bid for a new plumbing service. Barbara Miller seconded the motion. Motion passed.

Jim Simoncelli Jr. said he spoke to the LHA's snow plowing contractor and resolved all issues and will be moving forward in a positive way. Motion made by Bob Miller to continue to use the current snowplowing contractor through the current snowplowing season. Motion seconded by Tom McClintock. Motion passed.

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 there are two vacancies at the LHA. Unit B1 at Wells Run is currently being renovated and Unit 6 at Bantam Falls will be next to be renovated.

Jim Simoncelli Jr. said the Proposed Base Rent Increase notice went out to all residents at the LHA. There will be a Public Hearing on Wednesday, January 27th at 1:00 PM via Zoom. Jim Jr. said the rent increase would go into effect May 1, 2021 if approved by CHFA.

Jim Simoncelli Jr. said that through Food Rescue US, residents at Bantam Falls and Wells Run are able to sign up for fresh meals prepared locally. The meals are then delivered to the residents' doors. The residents have received two meals to date.

Jim Simoncelli Jr. stated that the recertification notices went out to all residents at the LHA. All information asked for is due back to the LHA office by February 28, 2021.

Capital Improvements - Ongoing Projects

- a. WR- Community House Remodel – Jim Simoncelli Jr. said that the generator for Wells Run has been installed.

Financial Report

Bob Miller reported on the bank account balances of each Litchfield Housing Bank account.

Jim Simoncelli Jr. said that the Year End Report submitted to the State will be submitted on time (January 31, 2021). These reports will be distributed to Commissioners prior to the February 2021 Board Meeting.

Inspection of Grounds:

An Inspection was not done.

Sub-Committees

- A. Grounds / Facility Inspection – Tom McClintock mentioned that the grounds at both Bantam Falls and Wells Run look good.

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 the 5 additional cameras for H Building at Wells Run will be installed February 5, 2021.
- C. Creating a 501C3 – Motion made by Tom McClintock to move to tabled items until current legal matters are resolved. Motion seconded by Bob Miller. Motion passed.
- D. Wells Run Sign – Jim Simoncelli Jr. said he is looking for proper lighting for the sign at Wells Run. After a brief discussion, motion made by Bob Miller to look for longer lasting options for the sign at Wells Run. Motion was seconded by Tom McClintock. Motion passed.
- E. Resident Manual – Jim Simoncelli Jr. stated that he and Administrative Assistant Beth Graziani has started putting together a Resident Manual for all residents. This manual will include all rules and regulations, policies, important information and phone numbers along with other information pertinent to residents.

New Business:

- A. LHA Goals - Jim Simoncelli Jr. said that he and Chairperson Sandra Becker presented a list of 2021 goals for the Executive Director and the Board of Commissioners. After a brief discussion, motion made by Bob Miller to accept the amended goals for 2021. Barbara Spring seconded the motion. Motion passed.

Tabled Items:

Executive Session:

Motion made by Tom McClintock to enter into executive Session. Motion seconded by Barbara Spring. Executive session was entered into at 2:00 PM.
Motion made by Barbara Spring to exit from Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive session ended at 2:21 P.M.

No action was taken.

Adjournment

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 2:24 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority