

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING MAY 24, 2021

BANTAM BOUROUGH HALL

1:00 PM

Called to order at 1:02 PM by Chairperson Sandra Becker

Commissioner's present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner).

LHA Employees present: Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenant's present: Nancy DePecol - Unit F2 (Wells Run).

Others present: Darlene Clouther (retired social worker) from Bantam.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Nothing to report at this time.

Minutes:

Corrections to Minutes Special Meeting April 5, 2021. On the third page under "Unfinished Business" under "Resident Manual" the sentence should read "Jim Simoncelli Jr. stated that Administrative Assistant Beth Graziani and he are continuing progress on the Resident Manual".

Motion made by Bob Miller to accept the minutes from the Special Meeting April 5, 2021 as corrected. Motion seconded by Tom McClintock. Motion passed.

Bills and Communications:

- a. West State Mechanical – Jim Simoncelli Jr. presented a detailed proposal from West State Mechanical, Inc. for repairs on the heating system at Bantam Falls. The proposal includes replacing a pump in the boiler room, repairing multiple leaks throughout the building, changing the valve in the theater room, and adding a draining system at the end of the heating loop. After a brief discussion, motion made by Barbara Spring to accept the proposal from West State Mechanical, Inc. and to schedule the repair work as needed. Motion seconded by Tom McClintock. Motion passed.
- b. SNE Building Systems – Jim Simoncelli Jr. presented to the Board a detailed proposal from SNE Building Systems to replace the existing boiler controls. The boiler controls have caused a variety of heat issues for some time and replacing them should remedy these issues.

After a brief discussion, motion made by Tom McClintock to accept the proposal from SNE Building Systems. Motion seconded by Ruth Torizzo. Motion passed.

Grants / Fundraising:

- a. Seherr-Thoss Foundations – Nothing to report at this time.
- b. Housing Authority Small Improvement Program (HASAIP) (Rolling Application) – Jim Simoncelli Jr. reported that the LHA received \$2,000.00 to be used for prepared meals for the residents of Bantam Falls and Wells Run. The Housing Authority worked with three local restaurants to provide the prepared meals.

Report of the Executive Director:

Jim Simoncelli Jr. reported that there are four vacancies at the LHA. Three are at Wells Run and one at Bantam Falls. They are all being renovated as quickly as possible.

Jim Simoncelli Jr. said that the 2021 Renters Rebate Program is being done differently this year. It is being prepared through the Town Social Services. Jim Jr. will give all the residents a copy of their 2020 yearly rent verifications.

Jim Simoncelli Jr. discussed in detail with the Board plans and ideas for the re-opening of all the common areas at Wells Run and Bantam Falls. A date of June 7, 2021 is the proposed date for the re-opening. Notices and guidelines will be posted.

Jim Simoncelli Jr. brought to the Board pictures of furniture in regard to furnishing the renovated Community House at Wells Run. After review, motion made by Tom McClintock to approve the purchase of the furniture for the Wells Run Community House. Motion seconded by Ruth Torizzo. Motion passed.

Financial Report:

Jim Simoncelli Jr. presented the following financial reports for March 2021:

Bank balances for operating account and STIFF account for period ending March 31, 2021 along with Transaction List by Vendor March 2021.

After a brief discussion, motion made by Tom McClintock to accept the Financial Report for March 2021 as presented. Motion seconded by Ruth Torizzo. Motion passed.

Jim Simoncelli Jr. presented the following financial reports for April 2021:

Bank balances for operating account, grant holding account, pet security account, STIFF account for period ending April 30, 2021 along with Transaction List by Vendor April 2021.

After a brief discussion, motion made by Tom McClintock to accept the Financial Report for April 2021 as presented. Motion seconded by Barbara Spring. Motion passed.

Inspection of Grounds: - An inspection was not done.

Sub-Committees

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

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 – Nothing to report at this time.
- C. Resident Manual – Jim Simoncelli Jr. handed out the first ten-page section of the new Resident Manual for the Commissioners to review. The Resident Manual will be given to the Commissioners in three sections. This will allow the Commissioners to review and give feedback before the entire manual is completed.

New Business: Nothing to report at this time.

Tabled Items:

- a. Creating a 501C3
- b. Wells Run Sign – Jim Simoncelli Jr. has been in touch with Maine Line Graphics regarding the new sign for Wells Run.

Executive Session:

Motion made by Tom McClintock to enter into executive Session. Motion seconded by Barbara Spring. Executive session was entered into at 3:15 PM.

Motion made by Tom McClintock to exit from Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive session ended at 3:20 P.M.

No action was taken.

Adjournment

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Ruth Torizzo. Motion passed. Meeting adjourned at 3:21 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority