

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING JULY 7, 2021

BANTAM FALLS

1:00 PM

Called to order at 1:04 PM by Chairperson Sandra Becker

Commissioner's present: Sandra Becker, Barbara Spring, Tom McClintock, (arrived at 1:55 pm) and Ruth Torizzo (Resident Commissioner).

Commissioners absent: Bob Miller was

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

Tenant's present: Jean Adams – BF unit 7, Patricia Lapidus -BF unit 11 (Bantam Falls) and Nancy DePecol – WR – unit F2.

Tenant Comments/Questions:

Patricia Lapidus mentioned that she was extremely impressed with the work and programs the Resident Service Coordinator Janice Conner is doing for the residents at the LHA.

Nancy DePecol expressed concerns regarding a resident residing at Wells Run.

Tenant Commissioner's Report:

Ruth Torizzo said that the residents have been busy with activities and with the programs and trips that have been scheduled by Janice Conner, the LHA Resident Service Coordinator.

Minutes:

Corrections to Minutes Regular Meeting May 24, 2021. On the first page, the "Regular Meeting" should be "Special Meeting".

Motion made by Barbara Spring to accept the minutes as corrected. Motion seconded by Ruth Torizzo. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated that the CONN-NHARO Convention is being held this year August 22 – 25, 2021 at Mohegan Sun in Connecticut.

Motion made by Barbara Spring to send Jim Jr. to attend the Conn-NHARO Convention. Motion seconded by Ruth Torizzo. Motion passed.

Grants / Fundraising:

- a. Seherr-Thoss Foundations – Nothing to report at this time.

Report of the Executive Director:

Jim Simoncelli Jr. reported that unit A3 at Wells Run was rented as of June 15, 2021, and that unit D2 has been rented for July 15, 2021. Unit F3 (Wells Run) and unit 28 (Bantam Falls) are vacant and going through renovations.

Jim Simoncelli Jr. said that he met with the owner of Strictly Gardens to look at the gardens at Bantam Falls. He will begin sometime next week to weed and clear out the front garden in the circle as well as cleaning up and weeding the two rear gardens behind Bantam Falls.

Jim Simoncelli Jr. stated that West State Mechanical has completed the plumbing work in the boiler room at Bantam Falls along with repairing the leaks that were visible throughout the hallways.

Financial Report:

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

Bank balances for operating account, grant holding account, pet security account, STIFF account for period ending May 31, 2021, along with Transaction List by Vendor May 2021.

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

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

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

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

Inspection of Grounds: - An inspection was not done.

Sub-Committees

- a. Grounds / Facility Inspection – Tom McClintock said that the grounds and flower gardens look very nice at Wells Run.

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. Resident Manual – Jim Simoncelli Jr. handed out the second 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 final draft is completed.

New Business:

- a. Bantam Falls Balcony/Porches – Jim Simoncelli Jr. stated that there are some structural concerns regarding the porches and balconies at Bantam Falls. Many need to be painted and power washed as well. Jim Simoncelli Jr. met with multiple contractors regarding the removal and replacement of the porch flooring and stabilizing the existing railings. One contractor stated the scope of work was too large for him. The second contractor Mikes’s Plowing and Maintenance submitted an estimate to replace the porch flooring and any rotted framing while stabilizing the railings on one porch. Jim Jr. brought to the board a proposal from Mike’s Plowing and Maintenance for the cost to repair one porch on a current vacant unit.

Motion made by Barbara Spring to have the work completed in unit 28 at Bantam Falls. Motion seconded by Tom McClintock. Motion passed.

Tabled Items:

- a. Creating a 501C3 – Nothing to report at this time.
- b. Wells Run Sign – Nothing to report at this time.

Executive Session:

Motion made by Tom McClintock to enter into executive Session. Motion seconded by Barbara Spring. Executive session was entered into at 2:48 PM.

Motion made by Tom McClintock to exit from Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive session ended at 3:34 P.M.

No action was taken.

Adjournment

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:48 P.M.

Respectfully Submitted,
Jim Simoncelli Jr.

Executive Director
Litchfield Housing Authority