

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JULY 27,2021

WELLS RUN

1:00 PM

Called to order at 1:05 PM by Chairperson Sandra Becker

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

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

Commissioners absent: Barbara Spring was not in attendance.

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

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

Tenant Comments/Questions:

Nancy DePecol expressed concerns regarding the abuse of the 15-minute parking signs at Wells Run stating that some cars are parked there much longer than the 15 minutes allowed.

Tenant Commissioner's Report:

Ruth Torizzo stated that she and 9 residents at Bantam Falls attended a seminar in the Bantam Falls Community Room given by the Connecticut Banking Association. It explained how companies try to scam people with phone calls and emails. Ruth said it was very informative and all the residents enjoyed it.

Minutes:

Corrections to Minutes Special Meeting July 7, 2021. On the first page under "Commissioners absent" the sentence should read "Bob Miller was absent". On the second page under "Sub-Committees" Toms last name should be spelled "McClintock".

Motion made by Tom McClintock to accept the minutes from the Special Meeting July 7, 2021, as corrected. Motion seconded by Ruth Torizzo. Motion passed. One Commissioner abstained.

Bills and Communications:

Jim Simoncelli Jr. distributed to the Board a calendar as a reminder of the remaining "Regular Meeting" dates for 2021. Jim Jr. stated that if there are any additional meetings not on the calendar, they will need to be "Special Meetings".

Jim Simoncelli Jr. said the Litchfield Deputy Fire Marshall spoke with the residents at Bantam Falls regarding all the safety features of the Bantam Falls building and explained what happens when there is a fire response.

Jim Simoncelli Jr. reported that he will be distributing a notice to all LHA residents containing information regarding the Resident Service Coordinators (Janice Conner) roll and responsibilities. This will help alleviate confusion from many residents in regard to this position.

Grants / Fundraising:

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

Report of the Executive Director:

Jim Simoncelli Jr. notified the LHA Board that a vendor used by both the LHA, and MHA (CSC Service Works) installed new washers and dryers at the Morris facility laundry room and installed a camera system in the laundry room. The Morris Housing Authority was not notified of these changes. Jim Jr. encourages the residents to notify the LHA office if there are any changes to the Bantam Falls or Wells Run laundry room.

Jim Simoncelli Jr. said that the LHA will be upgrading their vendor files for both new and existing vendors. These files will contain all needed information such as Certificates of Liability Insurance and W9 forms.

Financial Report:

- a. State Report - Jim Simoncelli Jr. presented the following financial reports as part of the required State Reporting from January 1, 2021 – June 30, 2021:
Profit and Loss by Class for period January – June 2021, Balance Sheet as of June 30, 2021, Budget vs. Actuals January – June 2021, and the Interim Statement of Operations for January 1 – June 30, 2021.

After a brief discussion, motion made by Tom McClintock to accept the following financial reports: Profit and Loss by Class for period January – June 2021, Balance Sheet as of June 30, 2021, Budget vs. Actuals January – June 2021, and the Interim Statement of Operations for January 1 – June 30, 2021, as presented. Motion seconded by Ruth Torizzo. Motion passed.

Jim Simoncelli Jr. stated that multiple past residents had outstanding balances when leaving the LHA. These balances fall into CHFA’s Policy for Right Offs. Each outstanding balance was caused from residents passing away, unit abandonment or eviction proceedings. The balance in total to be written off is \$2,078 dollars. Motion made by Tom McClintock to follow the CHFA’s Policy for Write Offs of the total amount of \$2,078. Motion seconded by Ruth Torizzo. Motion passed.

Motion made by Bob Miller to follow the Federal Guidelines in regard to “Covid Pay”. Motion seconded by Tom McClintock. Motion passed.

Inspection of Grounds: - An inspection of grounds was done at Wells Run in the following areas. The renovated Community House, the new generator, units C2 an F3 and the abundance of clutter around the grounds of Wells Run, especially in/near E, F, and G buildings.

Motion made by Bob Miller to send out a notice to all Wells Run residents stating that all outside areas are common spaces by the terms of the lease and that those common spaces need to be cleaned of clutter. In the

notice the residents will have 30 days to clean those area. After the 30 days, the Housing Authority will remove/dispose of those items. Motion seconded by Tom McClintock. motion passed.

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. Resident Manual –Commissioners had a brief discussion on the second section of The Resident Manual that was distributed at the last Board Meeting. The third and final section will be given to the Commissioners at the next meeting. This will allow the Commissioners to review and give feedback before the final draft is completed.
- C. Bantam Falls Balcony/Porches - Prior to the meeting, commissioners viewed the rebuilt construction of the porch at Unit 28 at Bantam Falls. It was collectively determined that the improper material was used on the flooring of the porch. Further investigation needs to be put into determining the correct flooring for this application.

New Business: Nothing to report at this time.

Tabled Items:

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

Executive Session:

Motion made by Tom McClintock to enter into executive Session. Motion seconded by Ruth Torizzo. Executive session was entered into at 3:14 PM.

Motion made by Tom McClintock to exit from Executive Session. Motion seconded by Bob Miller. Motion passed. Executive session ended at 3:24 P.M.

No action was taken.

Adjournment

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 3:25 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority