

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING SEPTEMBER 10, 2021

BANTAM FALLS

1:00 PM

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

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

Commissioners absent:

LHA Employees present: Executive Director Jim Simoncelli Jr.

LHA Employees absent: Administrative Assistant Beth Graziani.

Tenant's present: Jean Adams (BF unit 7), Barbara Littell (BF unit 25) and Virginia Bennett (BF unit 9).

**Minutes:**

Corrections to Minutes Special Meeting August 17, 2021;

On the first page under Minutes, in the third paragraph, "Inspection od Grounds" should be replaced with "Inspection of Grounds".

On the first page under Tenant Comments/Questions, in the third paragraph the word "like" should be added after "she would".

On the second page under Report of the Executive Director (third line of second paragraph) and under Sub-Committees (first line of first paragraph) "McIntock" should be replaced with "McClintock"

On the third page under Executive Session, in the first line "executive Session" should be replaced with "Executive Session"

Motion made by Tom McClintock to accept the Minutes from the Special Meeting on August 17, 2021 as corrected. Motion seconded by Ruth Torizzo. One Commissioner abstained. Motion passed.

**Tenant Comments/Questions:**

Virginia Bennett (BF Unit #9) brought up a concern about the gutters above her apartment, keeping the kitchen door unlocked for residents and making sure the downstairs windows in common areas are kept locked especially overnight.

**Bills and Communications:**

- a. CONN-NAHRO Convention - Jim Simoncelli Jr. stated that the CONN-NAHRO Convention has been postponed due to inclement weather to September 27 – 29, 2021 at Mohegan Sun in Connecticut.

- b. Mask Requirement(s) at LHA – The Board discussed mask requirements at length with input from the residents. Guidelines on daily visitors and out-of-state visitors were also discussed along with the guidelines on package drop-off from UPS and FEDEX.

**Report of the Executive Director:**

Nothing to report at this time.

**Financial Report:**

- a. Transfer of Funds – After a brief discussion regarding the accumulated cost of the many unit turnovers in 2021, Motion made by Tom McClintock to transfer \$20,000 from the Litchfield Housing Authority Short-Term Investment Fund to the Litchfield Housing Authority Checking Account (operating account). This amount will be paid back to the Short-Term Investment Fund by the end of 2022. Motion seconded by Barbara Spring. Motion passed.

**Executive Session:**

Motion made by Tom McClintock to enter into Executive Session. Motion seconded by Barbara Spring. Executive session was entered into at 1:34 PM.  
Motion made by Tom McClintock to exit from Executive Session. Motion seconded by Ruth Torizzo. Motion passed. Executive session ended at 2:23 P.M.

The following action was taken:

Motion made by Tom McClintock, in accordance with CDC and Town of Litchfield (municipal buildings) guidelines the LHA will require all residents, staff, guests, and visitors to wear masks or face covering when in all common spaces at Bantam Falls and Wells Run, to require visitors of Bantam Falls to sign-in in the main foyer, and to have a package drop off for UPS/FED-EX. These rules are being put in place for the health and safety of the residents, staff and visitor of LHA. Motion seconded by Barbara Spring. Motion passed.

**Adjournment**

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:45 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority