Called to order at 1:01 PM by Chairperson Sandra Becker

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

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

Tenant’s present: Jean Adams (Unit 7) and Barbara Littell (Unit 25).

**Tenant Comments/Questions:** - Nothing to report at this time.

**Tenant Commissioner’s Report:**

Ruth Torizzo said many of the residents are attending the bend and stretch class that the LHA’s Resident Service Coordinator has organized. The last one for the year was on Tuesday, November 2, 2021. The classes will resume again next year.

**Minutes:**

Corrections to Minutes Special Meeting October 13, 2021, on the second page under “Bills and Communications” the word “the” should be added before “Administrative”.

Motion made Tom McClintock to accept the minutes as corrected. Motion seconded by Bob Miller. One commissioner abstained. Motion passed.

**Bills and Communications:**

a. Snow Bid – Jim Simoncelli Jr. stated he received two contractor bids for the seasonal snow removal at Wells Run and Bantam Falls. One bid was from Towne and Aurell and one was from Mike’s Plowing and Maintenance. Jim Jr. presented both bids to the Board. After a brief discussion motion was made by Barbara Spring to accept the bid from Towne and Aurell. Motion seconded by Tom McClintock. Motion passed.

**Grants / Fundraising:**

a. Seherr-Thoss Foundations – Nothing to report at this time.
Report of the Executive Director:
Jim Simoncelli Jr. stated that the CHFA inspection was done on Friday, October 22, 2021. It was an outside visual inspection only. Unit inspections were not conducted due to Covid-19. The other part of the inspection will be a phone conference call at a later date.

Jim Simoncelli Jr. said that on November 9th there will be a vaccination clinic at Bantam Falls and Wells Run for the flu shot as well as the Covid-19 booster shot. The Stop & Shop Pharmacy will be giving them.

Jim Simoncelli Jr. stated that the LHA’s previous service contractor for the John Deere tractor used at Wells Run was serviced and maintained by Farmington Valley Equipment which recently changed to United Ag & Turf. Due to many changes at the company Jim Jr. suggested looking into a more local option. Jim Jr. presented service prices form Goff Equipment Services in Litchfield.

Motion made by Tom McClintock to use Goff Equipment Services as a company to service the LHA’s tractor equipment. Motion seconded by Barbara Spring. Motion passed.

Capital Improvements – Ongoing Projects

Bantam Falls Balcony/Porches – Nothing to report at this time.

Inspection of Grounds:

Jim Simoncelli Jr. said he had met with the residents at Wells Run who had received a notice regarding clutter in the breezeways and grounds around their units. Jim Jr. said he had discussions with those residents about the current clutter situations and what the future goals will be moving forward. The LHA will create a policy that will address this issue for all residents in the future.

Financial Report:

Jim Simoncelli Jr. presented the following financial reports for September 2021:
Transaction List by Vendor September 2021, bank balances for operating account, grant holding account, pet security account, STIF account for period ending September 2021.
After a brief discussion, motion made by Barbara Spring to accept the Financial Report for September 2021. Motion seconded by Ruth Torizzo. Motion passed.

Due to the composition of the LHA Board of Commissioners changing, specifically the treasurer position, the signers must be changed on all financial accounts. The Housing Authority has three bank accounts at Union Savings Bank and one investment account with the State of Connecticut Short Term Investment Fund.

Motion made by Barbara Spring to remove Robert Miller from all Litchfield Housing Authority Town of Litchfield accounts at Union Savings Bank and add Tom McClintock making the signers on the accounts as Chairman Sandra Becker, Vice-Chairman Barbara Spring and Treasurer Tom McClintock. Motion seconded by Ruth Torizzo. Motion passed.

Motion made by Barbara Spring to remove Robert Miller from the Litchfield Housing Authority State of Connecticut Short Term Investment Fund account making the signers Chairman Sandra Becker, Vice-
Chairman Barbara Spring and Treasurer Tom McClintock. Motion seconded by Bob Miller. 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 – Jim Simoncelli Jr. stated that he met with three residents from Bantam Falls and handed the first section of the rough draft for the residents to go over. Jim Jr. will be gathering their input for the final draft of the manual and hopes to have a follow up meeting in November.

**New Business:** - Nothing to report at this time.

**Tabled Items:**

a. Creating a 501C3 – Jim Simoncelli Jr will forward an email from the LHA attorney to all the Commissioners explaining the details of creating a 501C3.

b. Wells Run Sign – Jim Simoncelli Jr. said he spoke with Maineline Sign Company in New Hampshire regarding creating a new sign for Wells Run. Jim Jr. presented different options and colors for the Board to choose from.

**Executive Session:**

Motion made by Tom McClintock to enter into Executive Session. Motion seconded by Barbara Spring. Executive Session was entered into at 2:54 PM.

Motion made by Barbara Spring to exit from Executive Session. Motion seconded by Bob Miller. Executive session ended at 4:10 PM.

The following action was taken:
Motion made by Barbara Spring to allow Executive Director Jim Simoncelli Jr. to increase the year-end bonus by 10% from last year for his staff. Motion also increases Jim Simoncelli Jr.’s year-end bonus to 10% from last year. Motion seconded by Tom McClintock. Motion passed.

**Adjournment**
Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 4:14 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority