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

Commissioner’s present: Sandra Becker, Bob Miller, Tom McClintock, 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), Eileen Mitchel (Unit 3) Bantam Falls.

Others present: Litchfield First Selectman Denise Rapp and Darlene Clouther (retired social worker) from Bantam.

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

**Tenant Commissioner’s Report:**

Ruth Torizzo said fifteen residents attended the tree trimming party and everyone enjoyed the event.

**Minutes:**

Motion made Tom McClintock to accept the minutes from Special Meeting November 2, 2021 as presented. Motion seconded by Ruth Torizzo. Motion passed.

**Grants / Fundraising:**

a. Community Development Block Grant (CDBG) – Jim Simoncelli Jr. met with the Litchfield First Selectman and a local housing consultant to review the process of applying for the CDBG Grant.

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

**Report of the Executive Director:**

Jim Simoncelli Jr. stated unit F3 at Wells Run is rented as of December 15, 2021.

Jim Simoncelli Jr. said he received written confirmation that unit A3 at Wells Run will be vacant January 15, 2022.
Jim Simoncelli Jr. stated that the Salvation Army Service Unit of Litchfield Hills will be hosting a Holiday party at the Bantam Fire house for all the residents of Litchfield Housing and Morris Housing on Tuesday December 21, 2021 between 11am and 2pm, further details to follow.

**Financial Report:**

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

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

Jim Simoncelli Jr. distributed the proposed Litchfield Housing Authority Management Plan (Budget) for 2022 that was prepared by he and the LHA accountant Gwen Burgess from CGT Financial Services. After a lengthy discussion about the upcoming finances motion made by Barbara Spring to accept the Management Plan for 2022 as presented. Motion seconded by Ruth Torizzo. Motion passed.

**Sub-Committees**

a. Grounds / Facility Inspection – Tom McClintock reported there is still a problem of the overuse of temporary 15 minute parking 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 stated that the remaining pages of the Resident Manual have been updated and Jim Jr. will meet with the Resident Manual Committee to review the final draft.

c. Creating a 501C3 – Jim Simoncelli Jr stated that he will see if the LHA Attorney can attend a future Board meeting to discuss all questions and concerns regarding creating a 501C3.

d. Wells Run Sign – Jim Simoncelli Jr. presented to the Board a proof of the image for the new Wells Run sign. After a brief discussion and minor corrections Jim Jr. will contact Maine Line Signs and will present the final proof to the next Board meeting.
New Business

a. CHFA Site Inspection – Jim Simoncelli Jr. distributed the CHFA Annual Site Observation containing the Management Review and Physical Review Reports. The Management review section consists of financial reporting, management operations, and policies, and procedures. The Housing Authority received a 100% score in the Management Review. The Physical Review consists of the following sections: a site visit form containing management information, occupancy data, building exterior and common area observation and safety hazards. The LHA received a 98% in the Physical Review.

   Motion made by Barbara Spring to have Jim Simoncelli Jr. look into putting an article in the local newspaper regarding the positive CHFA inspection report. Motion seconded by Tom McClintock. Motion passed.

Adjournment

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed.
Meeting adjourned at 2:57 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority