Called to order at 1:03 PM by Chairperson Sandra Becker

Commissioners present Sandra Becker, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner)

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

Tenants present: No tenants were present.

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner’s Report:**

Ruth Torizzo said the Tuesday meetings with the LHA RSC Janice Conner are going well and the exercise classes have started.

**Minutes:**

Motion made by Barbara Spring to accept the minutes from March 22, 2022 Regular Meeting as presented. Motion seconded by Tom McClintock. Motion passed.

Motion made by Barbara Spring to accept the minutes from March 31, 2022 Special Meeting as presented. Motion seconded by Tom McClintock. Motion passed.

**Bills and Communications:**

a. Kone – Invoices

   i. Jim Simoncelli Jr. mentioned he received an email from Kone stating that the corporate office has adjusted the amount of the invoices that contained extremely high charges. Jim Jr. is waiting to see if any further adjustments will be made.

**Grants / Fundraising:**
a. Community Development Block Grant (CDBG) – Jim Simoncelli Jr. stated that Phase 1 Environmental Phase has been completed. A Capital Needs Assessment inspection will be performed by AEDMI. Part of that assessment is 50% of the Bantam Falls units will need to be inspected. Those inspections will start Thursday, April 14, 2022.

b. Seherr-Thoss Foundation
   i. Wells Run Sign – Nothing to report at this time.

Report of the Executive Director:

Jim Simoncelli Jr. continued the discussion with the Board regarding mask wearing at Bantam Falls and Wells Run. Masks will still be required in all common spaces at Bantam Falls and Wells Run.

Jim Simoncelli Jr. stated he received a draft Lease Agreement from Automatic Laundry. If the Board approves, there will be five or six weeks wait time for the equipment. Jim Jr. discussed with the Board the possible locations for the cash machines for both Bantam Falls and Wells Run.

Jim Simoncelli Jr. reported that the Litchfield/Morris Rotary Club had their Rotary Day of Service on Saturday, April 9, 2022. Seven volunteers from the club helped clean out and mulched under the Bantam Falls sign and planted two boxwoods. The volunteers also built picnic tables and will continue to clear the wood line and mulch the center island at Bantam Falls on Saturday, April 16, 2022.

Financial Report:

Jim Simoncelli Jr. presented the following financial reports for March 2022:
Transaction List by Vendor March 2022, bank balances for operating account, grant holding account, pet security account for period ending March, 2022.
After a brief discussion, motion made by Barbara Spring to accept the Financial Report for March 2022. Motion seconded by Ruth Torizzo. Motion passed.

Capital Improvements - Ongoing Projects

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.
   iii. Grounds / Breezeway Policy – Jim Simoncelli Jr. distributed the Grounds/Breezeway Policy to the residents at Wells Run and received sixteen signed copies back so far. The deadline for return is April 22, 2022.

B. Resident Manual – Jim Simoncelli Jr. stated that he met with the Resident Manual Committee to review the final draft of the Resident Manual. Jim Jr. said that a few more revisions are to be made and will be completed soon. Upon completion, the manual will be presented to the Board of Commissioners.
C. Creating a 501C3 – Nothing to report at this time.

**New Business:**

There will be no Regular Meeting on Tuesday, April 26, 2022.

**Adjournment**

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:25 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority