

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JULY 12, 2022

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

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

Commissioners present: Sandra Becker, Barbara Spring, and Tom McClintock.

LHA Employees present: Executive Director Jim Simoncelli Jr.

Others present: Michael Lyn Capello (Director of Social Services of Litchfield)

Tenants present: No tenants were present.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Nothing to report at this time.

Minutes:

Motion made by Tom McClintock to accept the minutes from June 14, 2022 Regular Meeting as presented.

Motion seconded by Barbara Spring. Motion passed.

Bills and Communications:

The Resident Commissioners term is expiring, and the LHA has started the process of appointing a new Tenant Commissioner.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Nothing to report at this time.
- b. Seherr-Thoss Foundation
 - i. Wells Run Sign – Jim Simoncelli Jr. stated that the new sign for Wells Run is in production.
- c. Critical Needs
 - i. Well Run

1. Alarm System – Jim Simoncelli Jr. is preparing documents in order to submit the critical needs application for the replacement of the alarm system at Wells Run
 2. Erosion - Jim Simoncelli Jr. is preparing documents in order to submit the critical needs application for the repair of the severe erosion problem at Wells Run.
- d. ARPA - Jim Simoncelli Jr. is preparing documents to present to the Town of Litchfield ARPA committee to purchase the land to adjacent to Wells Run. Motion made by Barbara Spring to allow Jim Jr. to sign the Offer to Purchase agreement with the seller. Motion seconded by Tom McClintock Motion passed.

Report of the Executive Director:

Jim Simoncelli Jr. said that the CONN-NAHRO Convention will be held August 28th through the 31st, 2022 at the Mohegan Convention Center. Motion made by Barbara Spring to send Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani to the convention. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that a resident at Bantam Falls is two months behind on rent. Motion made by Barbara Spring to send out a letter to the resident and to the case worker notifying them of the delinquent rent and if the rent is not brought current, a notice to quit will be sent out on August 1, 2022.

Financial Report:

Jim Simoncelli Jr. presented the following financial reports for June 2022:

Transaction List by Vendor June 2022, bank balances for operating account, STIF Account Statement, Grant holding account, pet security account for period ending June 30, 2022.

After a brief discussion, motion made by Barbara Spring to accept the Financial Report for June 2022. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. reported that Maletta & Company is working on completing the LHA two-year audit. Upon completion Jim Jr. will have Maletta & Company review the audit with the LHA Commissioners.

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 – Nothing to report at this time.
- B. Resident Manual – Nothing to report at this time.
- C. Creating a 501C3 – Nothing to report at this time.

New Business:

Executive Session

Executive session was not entered into.

Adjournment

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Sandra Becker. Motion passed.
Meeting adjourned at 2:14 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority