

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING SEPTEMBER 27, 2022

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present Sandra Becker, Barbara Spring, Michael Lyn Capello, and Jean Adams.

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

Others present: Gwen Burgess from CGT Financial Services and Jason Geel from Maletta & Company.

Tenants present: Ruth Torizzo

**Tenant Comments/Questions:**

Nothing to report at this time.

**Tenant Commissioner's Report:**

Nothing to report at this time.

**Minutes:**

Corrections to minutes Regular Meeting August 23, 2022, on the second page under "Report of Executive Director" third paragraph, the word ballet should be ballot".

Motion made by Michael Lyn Cappello to accept the minutes from August 23, 2022 as corrected. Motion seconded by Barbara Spring. Motion passed.

**Bills and Communications:**

Jim Simoncelli Jr. said that a notice was received from Aquarion Water Company stating that costs will be going up 10%-14%.

Jim Simoncelli Jr. said he received a thank you note from Salvation Army thanking him for all he does for the residents of the Litchfield Housing Authority and Morris Housing Authority. The Salvation Army was able to assist multiple residents with dental and medical bills as well as motor vehicle repairs.

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)

- i. Bantam Falls Rehab Project –Jim Simoncelli Jr. stated that the announcement for the funding has not been made yet.
- b. Seherr-Thoss Foundation
  - i. Wells Run Sign – Jim Simoncelli Jr. stated that the new sign for Wells Run has been received and that the new lights for the sign have been ordered. When the lighting is delivered the sign will be installed.
- c. Critical Needs
  - i. Well Run
    - 1. Alarm System/Erosion - Jim Simoncelli Jr. stated that LHA was earmarked almost \$92,000 from CHFA to replace the alarm system and repair the erosion problem at Wells Run. Bid documents for the alarm system have been posted and the walkthrough listed in the invitation to bid is on September 20, 2022 at 1PM.
- d. ARPA - Jim Simoncelli Jr. presented documents to the Town of Litchfield ARPA committee to purchase the land to adjacent to Wells Run. Another public hearing may be held, followed by a Town Meeting.

#### **Report of the Executive Director:**

Jim Simoncelli Jr. said that there is still a breezeway issue at Wells Run. E building still has a lot of clutter. The issue will be addressed. A notice will go out to the residents stating the contents must be removed by a certain date. If they are not removed by said date, the contents will be removed by the LHA.

Jim Simoncelli Jr. stated that there are still ongoing parking issues at Wells Run. Parking tickets were given to the residents and visitors violating the parking policy.

Jim Simoncelli Jr. reported that the CONN NARRO Convention at Mohegan Sun went well and was better organized this year.

Jim Simoncelli stated that a new Asset Manager was appointed to the LHA. Penny Fisher from CHFA who has worked with Jim Jr. and the LHA in the past has been reappointed.

#### **Financial Report:**

- a. Audit (2020-2021) – Maletta & Company – Jason Geel from Maletta & Company presented the following reports: Housing Authority of the Town of Litchfield, Connecticut Financial Statements and Reports of Independent Certified Public Accountants for the years ended December 31, 2021 and 2020. After a brief discussion, motion made by Barbara Spring to accept the Housing Authority of the Town of Litchfield, Connecticut Financial Statements and Reports of Independent Certified Public Accountants

for the years ended December 31, 2021 and 2020. Motion seconded by Michael Lyn Cappello. Motion passed.

- b. State Report (ending June 30, 2022) – Gwen Burgess from CGT Financial Services and Jim Simoncelli Jr. presented the following financial reports as part of the required State Reporting from January 1, 2022 – June 30, 2022, Profit and Loss by Class for period January 1, 2022 - June 30, 2022, Balance Sheet as of January 1, 2022 – June 30, 2022, Budget vs, Actuals January - June 2022, and the Interim Statement of Operations for January 1 – June 30, 2022.

After a brief discussion, motion made by Michael Lyn Cappello to accept the following financial reports: Profit and Loss by Class for period January 1, 2022 - June 30, 2022, Balance Sheet as of January 1, 2022 – June 30, 2022, Budget vs, Actuals January - June 2022, and the Interim Statement of Operations for January 1 – June 30, 2022. Motion seconded by Jean Adams. Motion passed

- c. August 2022 - Jim Simoncelli Jr. presented the following financial reports for August 2022: Transaction List by Vendor August 2022, bank balances for operating account, STIF account statement, grant holding account, pet security account for period ending August 31, 2022. After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for August 2022. Motion seconded by Jean Adams. 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 – 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**

Motion made by Barbara Spring to enter into Executive Session. Motion seconded By Michael Lyn Cappello. Motion passed. Executive Session was entered into at 2:45 PM.

Motion made by Barbara Spring to exit out of Executive Session. Motion seconded by Jean Adams. Executive session ended at 3:05 PM.

No action was taken.

## **Adjournment**

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:07 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority