

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING OCTOBER 25, 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, Michael Lyn Cappello.

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

Commissioners absent: Jean Adams (Tenant Commissioner).

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 Michael Lyn Cappello to accept the minutes from September 27, 2022 as presented. Motion seconded by Barbara Spring. Motion passed.

Bills and Communications:

Nothing to report at this time.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project –Jim Simoncelli Jr. stated that the LHA is still waiting to hear about the funding.
- 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 and should be ready soon.
- c. Critical Needs
 - i. Well Run

1. Alarm System / Erosion – Jim Simoncelli Jr. stated that LHA had a bid opening for the alarm system installation on September 28, 2022. Jim Jr. received three bids and will be going with the low bid from RJ Electric. Jim Jr. is finalizing paperwork in order to proceed with the project.

- d. ARPA - Jim Simoncelli Jr. Attended a special Board of Selectman meeting where the ARPA Committee rank the projects that have asked for the ARPA funds. The committee wants further information regarding the Housing Authorities project which Jim Jr. will provide as soon as possible.

Report of the Executive Director:

Jim Simoncelli Jr. said that there was a low water pressure issue at Bantam Falls last week. It was caused by a valve which was not opened properly resulting in low pressure. Aquarion Water was made aware and fixed the issue.

Jim Simoncelli Jr. reported that as of November 1, 2022 there will only be one vacant unit at Wells Run.

Jim Simoncelli stated that another notice was sent out to residents regarding the Breezeway Policy at Wells Run. The next breezeway inspection will be done October 28, 2022.

Jim Simoncelli Jr. reported that both all Board members were in agreement to remove all signs requiring mask wearing at Wells Run and Bantam Falls.

Jim Simoncelli stated that the following reports are due to CHFA by Oct 31, 2022. Management Plan, Tenant Profile for Bantam Falls and Wells Run, Waiting List Survey and Vacancy Report.

Financial Report:

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

Transaction List by Vendor September 2022, bank balances for operating account, STIF account statement, grant holding account, pet security account for period ending September 30, 2022.

After a brief discussion, motion made by Barbara Spring to accept the Financial Report for September 2022. Motion seconded by Michael Lyn Cappello. 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 – Jim Simoncelli Jr. said his goal is update the policy by the end of this year.
- 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 2:03 PM.

Motion made by Barbara Spring to exit out of Executive Session. Motion seconded by Michael Lyn Cappello. Executive session ended at 2:07 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 2:08 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority