

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING NOVEMBER 22, 2022

1:00 PM

WELLS RUN COMMUNITY ROOM

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

Commissioners present Sandra Becker, Barbara Spring, Michael Lyn Cappello and Jean Adams (Tenant Commissioner).

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

Others present: Gwen Burgess from CGT Financial Services.

Tenants present: Nancy DePecol (Unit F2) and Tracey Kenneson (Unit F3).

Tenant Comments/Questions:

Nancy DePecol stated that the parking situation has improved and was thankful. She mentioned there are still clutter issues with a few units and bird feeding issues. Jim Simoncelli Jr. said he will be addressing all issues.

Tenant Commissioner's Report:

Jean Adams said there was a lock out at Bantam Falls. Jean also stated that meals prepared by Patty's Restaurant in Litchfield will be distributed to the residents of Bantam Falls on Thanksgiving Day.

Minutes:

Motion made by Michael Lyn Cappello to accept the minutes from September 27, 2022 as presented. Motion seconded by Jean Adams. Motion passed.

Bills and Communications:

- a. 2023 Meeting Calendar – The 2023 Meeting Calendar was presented to the Board. Meetings will be on the 4th Tuesday of each month alternating between Bantam Falls and Wells Run.

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. is waiting for the final approval from the Tech Services Department at CHFA.

- d. ARPA - Jim Simoncelli Jr. said that the Litchfield ARPA Committee allocated \$105,000 to the Housing Authority to purchase the land adjacent to Wells Run. The Housing Authority will also participate in the Development Engagement process with the Department of Housing and CHFA. The remaining money to purchase the land will be requested from Seherr-Thoss Foundation.

Report of the Executive Director:

Jim Simoncelli Jr. said that the breezeway cleanup at Wells Run went well.

Jim Simoncelli Jr. reported that the phone service at Bantam Falls and Wells Run is changing over to Optimum from Frontier, which will decrease the amount of costs each month.

Jim Simoncelli stated that lease addendums were sent out to all residents at Bantam Falls and Wells Run and are expected to be returned by the end of November, 2022.

Financial Report:

- a. Management Plan 2023 – Jim Simoncelli Jr. and Gwen Burgess presented to the Board the Management Plan for 2023. Motion made by Barbara Spring to accept the Management Plan 2023 as presented. Motion seconded by Michael Lyn Cappello. Motion passed.
- b. October 2022 – Jim Simoncelli Jr. presented the following financial reports for October 2022: Transaction List by Vendor October 2022, bank balances for operating account, STIF account statement, grant holding account, pet security account for period ending October 31, 2022. After a brief discussion, motion made by Barbara Spring to accept the Financial Report for October 2022. Motion seconded by Jean Adams. Motion passed.
- c. Write-offs – Nothing to report at this time. It will be presented at the December 13, 2022 Board meeting.

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.

B. Resident Manual – A draft of the Resident Manual was distributed to the Board members for review.

C. Creating a 501C3 – Nothing to report at this time.

New Business:

- a. 2023 Rent Increase – Jim Simoncelli Jr. distributed a Proposed Base Rent Increase for 2023 to the Board. Motion made by Michael Lyn Cappello to accept the Proposed Base Rent Increase for 2023 as presented. Motion seconded by Jean Adams. Motion passed.

Executive Session

Motion made by Michael Lyn Cappello to enter into Executive Session. Motion seconded by Jean Adams. Motion passed. Executive Session was entered into at 3:03 PM.

Motion made by Michael Lyn Cappello to exit out of Executive Session. Motion seconded by Barbara Spring. Executive session ended at 4:03 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 4:04 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority