

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING DECEMBER 13, 2022

1:30 PM

BANTAM FALLS COMMUNITY ROOM

Called to order at 1:35 PM by Chairperson Sandra Becker

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

Commissioners absent: Barbara Spring.

LHA Employees present: Executive Director Jim Simoncelli Jr.

Tenants present: Eileen Mitchell (Unit 3) Bantam Falls.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Jean Adams said there was a tree trimming party and pizza was served. All the residents were very thankful to the Litchfield Housing Authority for their generosity.

Minutes:

Corrections to the minutes from November 22, 2022.

On the first page under "Bills and Communications", "by Sandra Becker" should be added after the sentence "The 2023 Meeting Calendar was presented".

On page 2 under "Financial Report" "After a detailed discussion" should be added before "Motion made by".

Motion made by Jean Adams to accept the minutes from November 22, 2022 as amended. Motion seconded by Michael Lyn Cappello. Motion passed.

Bills and Communications:

Janice Conner, the LHA Resident Service Coordinator, submitted a thank you letter to the Board.

Jim Simoncelli Jr. presented a letter from a resident's daughter at Wells Run who received a parking ticket. The letter asked the Board to waive the ticket as she was parked over the posted time due to a medical concern with her mother. The ticket will be waived as a one-time courtesy.

Grants / Fundraising:

a. Community Development Block Grant (CDBG)

- i. Bantam Falls Rehab Project – Jim Simoncelli Jr. stated that the CT Department of Housing has still not announced which towns have received CDBG funds.

b. Seherr-Thoss Foundation

- i. Wells Run Sign – Jim Simoncelli Jr. stated that the sign and lighting have been installed and it looks great.

Jim Simoncelli Jr. stated that the LHA has received \$44,350.00 to contribute to the purchasing of the land next to Wells Run and to conduct pre-development on the land.

c. Critical Needs -

- i. Alarm System/Erosion - Jim Simoncelli Jr. stated that the LHA received the final stamp of approval by the Board of Selectman and the Board of Finance. The ARPA list will now be presented at a Litchfield Town Meeting which will be sometime in January 2023.

d. ARPA - Jim Simoncelli Jr. said that Jim Simoncelli Jr. stated that the LHA received the final stamp of approval by the Board of Selectman and the Board of Finance. The ARPA list will now be presented at a Litchfield Town Meeting which will be sometime in January 2023.

Report of the Executive Director:

Jim Simoncelli Jr. stated that the individual that scammed multiple residents at Wells Run was sentenced to jail time and will not be allowed at Wells Run when he gets out on probation.

Jim Simoncelli Jr. said that most of the Lease Addendums have been returned to the LHA office, signed by the Executive Director, and returned to the residents.

Financial Report:

- a. November 2022 – Tabled until January 2023 meeting.
- b. Write-offs – Jim Simoncelli Jr. stated that multiple residents had outstanding balances when leaving the LHA. These balances fall into CHFA's Policy for Right Offs. Each outstanding balance was caused by residents passing away, unit abandonment or eviction proceedings. The balance in total to be written off is \$636.00. Motion made by Michael Lyn Cappello to follow the CHFA's Policy for Write Offs of the total amount of \$636.00. 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.

B. Resident Manual – will schedule a special meeting in 2023 to review.

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

New Business:

Executive Session

Executive session was not entered into.

Adjournment

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed.
The meeting was adjourned at 2:51 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority