

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING APRIL 11, 2023

1:00 PM

WELLS RUN COMMUNITY ROOM

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

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

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

Tenants present: No tenants were present.

Tenant Comments/Questions: Nothing to report at this time.

Tenant Commissioner's Report:

Jean Adams said that the Bantam Falls resident art show presented with the help of LHA Service Coordinator Janice Conner was a success and the artwork from several residents is on display in the media room at Bantam Falls.

Minutes:

Motion made by Michael Lyn Cappello to accept the minutes from February 13, 2023 as presented. Motion seconded by Jean Adams. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. distributed the Requirements for Meetings under the FOIA to the Commissioners. This was just a reminder to all Commissioners.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. stated that the LHA is waiting on the contract between the DOH and the Town of Litchfield.
- b. Seherr-Thoss Foundation
 - i. 2022 Award – Nothing to report at this time.

c. Critical Needs

i. Wells Run

1. Alarm System – Jim Simoncelli Jr. stated that the LHA has received partial payment for architectural services to date and material for the alarm system at Wells Run. The alarm system replacement will begin once the materials come in.
2. Erosion – Nothing to report at this time.

d. ARPA – Jim Simoncelli Jr. said the LHA will be requesting the release of the funds from the Town of Litchfield by the middle of April 2023.

e. DEP (Development Engagement Process) – Jim Simoncelli Jr. stated that the Litchfield Housing Authority received a Signed Purchase and Sale agreement for the land at 176 East Street in Litchfield, CT.

Motion made by Michael Lyn Cappello to allow Jim Simoncelli Jr. to sign any and all documents related to the purchase of 176 East Street in Litchfield, CT. Motion seconded by Jean Adams. Motion passed.

Report of the Executive Director:

Jim Simoncelli Jr. stated that the majority LHA Rent Recertifications for 2023 have been completed.

Jim Simoncelli Jr. said a resident recently hit a light pole at Bantam Falls and the repair is being reimbursed by the residents' personal insurance company.

Jim Simoncelli Jr. said that the new oil contract price starting July 1, 2023 will be \$2.99.

Financial Report:

a. January 2023 – Jim Simoncelli Jr. presented the following financial reports for January 2023: Transaction List by Vendor January 2023, bank balances for operating account, STIF account, grant holding account, pet security account for period ending January 31, 2023. After a brief discussion, motion made by Jean Adams to accept the Financial Report for January 2023. Motion seconded by Michael Lyn Cappello. Motion passed.

b. February 2023 - Jim Simoncelli Jr. presented the following financial reports for February 2023: Transaction List by Vendor February 2023, bank balances for operating account, STIF account, grant holding account, pet security account for period ending February 28, 2023. After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for February 2023. 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 – Nothing to report at this time.

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

D. Smoking Policy (Marijuana) - Jim Simoncelli Jr. distributed the amended Smoke-Free Housing Policy. This policy now contains the rules and regulations on vaping, e-cigarettes, and the use of marijuana. This policy will be given to all residents for their signatures.

Motion made by Michael Lyn Cappello to approve the amended Smoke-Free Housing Policy. Motion seconded by Jean Adams. Motion passed.

New Business:

Adjournment

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 2:35 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority