

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING APRIL 25, 2023

1:00 PM

BANTAM FALLS COMMUNITY ROOM

Called to order at 1:33 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., Administrative Assistant Beth Graziani.

Others present: Gwen Burgess from Accounting and More.

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:**

Corrections to minutes from Special Meeting April 11, 2023. On page 1 under 'Role Call', it should read "Commissioners absent, Barbara Spring". On page 2 under "Report of Executive Director", last paragraph should have "per gallon" after \$2.99.

Motion made by Jean Adams to accept the minutes from April 11, 2023 as amended. Motion seconded by Michael Lyn Cappello. Motion passed.

**Bills and Communications:**

Nothing to report at this time.

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)
  - i. Bantam Falls Rehab Project – Nothing to report at this time.
- 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 is still waiting for the 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 Town of Litchfield released the funds for the LHA attorney.
- e. DEP (Development Engagement Process) – Jim Simoncelli Jr. stated that the Litchfield Housing Authority will put in an application for the 2023 DEP.

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

Jim Simoncelli Jr. stated that there have been complaints about a resident at Bantam Falls regarding babysitting. After contacting the LHA insurance company. The LHA will send the resident a letter regarding this issue.

A Jim Simoncelli Jr stated that the LHA was awarded \$30,000 for the proposed project for 176 East Street Litchfield CT from Centers for Housing Opportunity.

Jim Simoncelli Jr. said that he was contacted by CSW Energy Company, which deals with solar feasibility. CSW will conduct a feasibility study at Wells Run and Bantam Falls regarding solar options. These studies will be at no cost to the LHA. Motion made by Jean Adams to give Jim Simoncelli Jr. approval to have CSW perform the solar feasibility study at both Wells Run and Bantam Falls and to sign the feasibility study agreement with CSW Energy. Motion seconded by Michael Lyn Cappello. Motion passed.

Jim Simoncelli Jr. said the Litchfield /Morris Rotary Club will be doing the Rotary Day of Service at Wells Run May 20, 2023 to clean up multiple gardens around the property.

### **Financial Report:**

- a. State Report – December 31, 2022 – Gwen Burgess from Accounting and More and Jim Simoncelli Jr. presented the the Year-End State Financial Reports for December 31, 2022. Balance sheet for period ending 12/31/22, Profit and Loss for 1/ 1/ 22 – 12/31/22, Profit and Loss by Class for period 1/1/22-12/31/22, and Budget vs. Actual for period 1/1/22-12/31/22. After a brief discussion, motion made by Jean Adams to accept the Year-End State Financial reports for period 1/1/22-12/31/22 as presented. Motion seconded by Michael Lyn Cappello. Motion passed. The above reports will be converted to the state required format and submitted to CHFA.
- b. March 2023 - Jim Simoncelli Jr. presented the following financial reports for March 2023: Transaction List by Vendor March 2023, bank balances for operating account, STIF account, grant holding account, pet security account for period ending March 31, 2023. After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for March 2023. Motion seconded by Jean Adams. Motion passed.

### **New Business:**

### **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 – Jim Simoncelli Jr. stated that he will organize a special meeting with the Commissioners soon to go over and finalize the Resident Manual.

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

**New Business:**

**Adjournment**

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 2:45 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority