

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JUNE 27, 2023

1:00 PM

BANTAM FALLS COMMUNITY ROOM

Called to order at 1:16 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. and Administrative Assistant Beth Graziani.

Tenants present: Eileen Mitchell (Unit 3).

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

**Tenant Commissioner's Report:**

Jean Adams said that there was a Potluck Lunch on Sunday June 25, 2023 in the Bantam Falls community room and about 10 residents attended.

**Minutes:**

Motion made by Michael Lynn Cappello to accept the minutes from Regular Meeting May 23, 2023. Motion seconded by Jean Adams. Motion passed.

**Bills and Communications:**

Jim Simoncelli Jr. stated that the LHA received an award from the HAI Group for a Low Loss Ratio Award. The award is based on three years of premium and loss data. Only members with an average loss ratio below 50 percent are recognized.

**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 materials for the Alarm system have been seriously delayed due to supply chain issues.

2. Erosion – Jim Simoncelli Jr. said the LHA is waiting to get on the contractor’s schedule.

d. DEP (Development Engagement Process)

1. RFP – Housing Consultant – Jim Simoncelli Jr. received 3 responses from the RFP. They included The Glendower Group, INC., A & E Services Group, LLC and Housing Enterprises, INC. After a lengthy discussion, motion made by Michael Lyn Cappella to choose Housing Enterprises, Inc. as the LHA Housing Consultant. Motion seconded by Jean Adams. Motion passed.

2. RFP – Architect – Jim Simoncelli Jr. said the RFP deadline for the architect is June 30, 2023. Jim Jr. conducted a walk through of the land next to Wells Run with interested architects on Friday June 16, 2023. 11 architect firms were in attendance.

**Report of the Executive Director:**

Jim Simoncelli Jr. stated that there is still a major ongoing issue with bears at Bantam Falls. A bear proof dumpster was delivered to Bantam Falls on June 22, 2023. Jim Jr. spoke at length with DEEP and they gave suggestions of how to deal with bears.

Jim Simoncelli Jr. mentioned that the renters rebate program will be held at Bantam Falls on July 11, 2023 from 9:30 – 3:30 and at Wells Run on July 12, 2023 from 9:30 – 3:30. The LHA office will send out notices to all residents.

Jim Simoncelli Jr. said that he is looking for a cleaning company to clean both Wells Run and Bantam Falls.

Jim Simoncelli Jr. stated that he received a price for tree removal at Wells Run and is waiting for the company to schedule the work.

**Financial Report:**

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

**New Business**

a. Breezeway/Grounds at Wells Run – Jim Simoncelli Jr. stated that there are still on-going issues of clutter in breezeways and on the grounds at Wells Run. A Pre-Termination notice will go out to the residents who are violating these rules.

b. Immovable/Inoperable Vehicles – Jim Simoncelli Jr. will send letters to car owners reminding them of the rules the LHA has regarding immovable and inoperable vehicles.

## **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.

### B. Resident Manual

1. BF Meeting – Jim Simoncelli Jr. said the BF Resident Manual Meeting was held on Wednesday, July 21, 2023 in the Bantam Falls Community Room. 17 residents were in attendance. The meetings were for the residents to ask for suggestions and corrections and to answer any questions they had regarding the manual.
2. WR Meeting – Jim Simoncelli Jr. said the WR Resident Manual Meeting was held on Friday, June 23, 2023 I the Wells Run Community Room. 12 residents were in attendance.

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

## **Adjournment**

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 2:48 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority