

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JULY 25, 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. and Administrative Assistant Beth Graziani.

Tenants present: Eileen Mitchell (BF unit 3).

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

Tenant Commissioner's Report: Nothing to report at this time.

Minutes:

Corrections from Regular Meeting June 27, 2023. On page 2, under "Grants and Fundraising", last paragraph, the number "11" should read "Eleven" Motion made by Michael Lynn Cappello to accept the minutes from Regular Meeting May 23, 2023 as amended. Motion seconded by Jean Adams. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated that Eversource has a scheduled power outage at Wells Run on Wednesday, July 26, 2023 from 1 – 5 P.M.

Sandra Becker reported that she will be attending the Chair Share event with other Chairmen of local Committees on Thursday, July 27, 2023 from 4 - 6 P.M.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. stated that there has been an estimated cost increase of 28% since a cost estimate was put together for the CDBG application. Jim Jr. will look at additional funding opportunities to fill the gap in costs.

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 asphalt work has been completed at Wells Run.

d. DEP (Development Engagement Process)

1. Architect – Interviews – Jim Simoncelli Jr. said he received twelve responses from the architect RFP. Dave Burto from Housing Enterprises, Jim Simoncelli Jr., Executive Director of the LHA, and Lindsey Larson from Center for Housing Opportunities analyzed the architect proposals and chose the following three firms to interview: Capital Studio Architects, QA&M and AEPMI. The interviews will be held on August 3, 2023.

Report of the Executive Director:

Jim Simoncelli Jr. stated that the dates for the CONN-NARRO Convention will be held August 27 through August 30, 2023.

Motion made by Jean Adams to send Jim Simoncelli Jr. and Beth Graziani to attend the convention. Motion seconded by Michael Lyn Cappello. Motion passed.

Jim Simoncelli Jr. mentioned that Unit A3 at Wells Run is rented as of August 1, 2023, and Unit G3 at Wells Run is currently vacant and in the process of renovation. At Bantam Falls Unit 35 is vacant and Unit 27 will be soon.

Jim Simoncelli Jr. said that tree work has been completed at Wells Run. Many trees along the parking lot and driveway needed to be removed.

Financial Report:

a. June 2023 – Jim Simoncelli Jr. presented the following financial reports for June 2023: Transaction List by Vendor June 2023, bank balances for operating account, STIFF account, grant holding account, and pet security account, all accounts were period ending June 30, 2023. After a brief discussion, motion made by Jean Adams to accept the Financial Report for June 2023. Motion seconded by Michael Lyn Cappello. Motion passed.

New Business

- a. Breezeway/Grounds at Wells Run – Nothing to report at this time.
- b. Immovable/Inoperable Vehicles – 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
 - 2. WR Meeting

A final draft will be presented to the commissioners for a chance to make any changes or corrections before it goes into print.

- 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 1:59 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority