

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING AUGUST 22, 2023
1:00 PM
BANTAM FALLS 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: Barbara Littell (BF unit 25), and Carol Powers (BF unit 32).

Others present: Gwen Burgess from CGT Financial Services.

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

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

Minutes:

Motion made by Michael Lynn Cappello to accept the minutes from Regular Meeting July 25, 2023 as presented. Motion seconded by Jean Adams. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated the CONN-NARRO Convention will be held August 27 through August 30, 2023. Both Jim Simoncelli Jr. and Beth Graziani will be attending.

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)

- a. Architect – Interviews – 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 architect firm that was selected by the LHA for the project was QA&M.

Report of the Executive Director:

Jim Simoncelli Jr. stated that he received complaints of multiple bird feeders and bird houses at Bantam Falls. Jim Jr. will conduct a walk through and will address this issue.

Jim Simoncelli Jr. mentioned unit 35 at Bantam Falls should be rented as of September 15, 2023 and Unit 27 will be used as a model unit during the ADA unit conversion at Bantam Falls.

Jim Simoncelli Jr. said that Janice Conner, the LHA Resident Service Coordinator mentioned that the Oliver Wolcott book and movie kiosk currently located at Bantam Market will be moved to Bantam Falls for the residents to use.

Financial Report:

- a. State Report – 6/30/23 (ending June 30, 2023) – Gwen Burgess from CGT Financial Services and Jim Simoncelli Jr. presented the following reports as part of the required State Reporting from January 1, 2023 – June 30, 2023, Profit and Loss by Class for period January 1, 2023 – June 30, 2023, Balance Sheet as of January 1, 2023 – June 30, 2023, Budget vs. Actuals January – June 2023, and the Interim Statement of Operations for January 1 – June 30, 2023.

After a brief discussion, motion made by Jean Adams to accept the State Financial Reports for time period 1/1/23 – 6/30/23 as presented. Motion seconded by Michael Lyn Cappello. Motion passed.

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

New Business

Unfinished Business

- A. LHA Policies and Procedures
 - i. Procurement Policy – Nothing to report at this time.
- B. Resident Manual
 - i. Final Draft - A final draft was presented to the commissioners for a chance to make any final changes or corrections. Sandra Becker stated there were minor formatting adjustments that needed to be made and one additional change in one of the paragraphs. Those changes will be made, and the Resident Manual will go to print.
- C. Creating a 501C3 – Nothing to report at this time.
- D. Breezeway / Grounds at Wells Run – Nothing to report at this time.
- E. Immovable / Inoperable Vehicles – 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 2:35 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority