

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING DECEMBER 19, 2023

1:30 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).

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

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.

Motion made by Jean Adams to amend the date of the minutes being approved on the agenda. The date should be changed from December 12, 2023 to December 5, 2023. Motioned seconded by Micheal Lyn Cappello.  
Motion passed.

**Minutes:**

Correction to minutes from Special Meeting December 5, 2023. On the first page under "Tenant Comments/Questions," "a tenant attending the meeting suggested the cement sidewalk at Wells Run should be repaired and cones should be put up."

Also, on the first page under "Bills and Communications," a scheduled time change of 4 PM for the 2024 Board Meetings should be added.

Motion made by Micheal Lyn Cappello to accept the minutes from Special Meeting December 5, 2024 as amended. Motion seconded by Jean Adams. Motion passed.

**Bills and Communications:**

Sandra Becker stated that a resident complained about the food distribution at Wells Run. Sandra said that the LHA was not involved but will look into the matter.

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)
  - i. Bantam Falls Rehab Project – Jim Simoncelli Jr. stated that the Town of Litchfield has found a bank that will deposit the grant funds for the Bantam Falls Rehab Project.

DEP (Development Engagement Process) – Jim Simoncelli Jr. stated he has met with the Project team and is waiting for the survey of the new land.

### **Report of Executive Director**

Jim Simoncelli Jr. reported that The Salvation Army will be hosting the Bantam Falls Holiday party in the Community Room at 11:00 AM.

Jim Simoncelli Jr. stated that Unit E4 at Wells Run should be ready for the resident to move back into after water damage renovation by Friday, December 23, 2023.

### **Financial Report:**

Motion made by Micheal Lyn Cappello to change the Financial Reports date from November 2023 to October 2023. Motion seconded by Jean Adams. Motion passed.

- A. October 2023 - Jim Simoncelli Jr. presented the following financial reports for October 2023: Transaction List by Vendor October 2023, STIF Account for October 2023, bank balances for operating account, grant holding account, and pet security account, all accounts were period ending October 31, 2023.

After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for October 2023 as presented. Motion seconded by Jean Adams. Motion passed. \_\_\_\_\_

### **New Business**

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
- i. Jim Simoncelli Jr. said the final print of the manual will be handed out by next week to all the residents.
- 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.
- F. Rental Deposits – Nothing to report at this time.

### **Executive Session**

- a. Executive Director Review – Motion made by Michael Lyn Cappello to enter Executive Session. Motion seconded by Jean Adams. Motion passed. Executive Session was entered at 2:03 P.M.

Motion made by Michael Lyn Cappello to exit Executive Session. Motion seconded by Jean Adams.  
Motion passed. Executive Session ended at 2:26 P.M.

**Adjournment**

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed.  
The meeting was adjourned at 2:27 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority