

Derby Housing Authority
July 11, 2007

1. Meeting called to Order at 6:36 PM.

2. Pledge of Allegiance

3. Roll Call: Joseph Pinto, Rosemary Hughes, Pauline Monaco, Joseph Romano and JP Rizzitelli.

Also present: JoAnne Markos, Acting Executive Director

Additions, deletions or corrections to the Agenda as presented.

4. Additions to the Agenda:

Ms. Markos asked that outdoor grills at Guardiano Terrace, cigarette buckets at Guardiano Terrace and Blinds at Lakeview be added to the agenda. Mr. Pinto will add under New Business as D, E & F.

- Motion to add the above items to the Agenda.

Motion by Mr. Rizzitelli. Second by Mr. Romano. All in Favor. Motion Passes.

5. Approval of Minutes – June 6, 2007

Correction to page one by Mr. Pinto; under motion to except the minutes, should be accept the minutes. Mr. Pinto also pointed out on page one; under Public Portion Michael Tinany should be Marlow Tinari On page two; by Pauline Monaco, second paragraph under Mr. Monaco, should be Mrs. Mr. Pinto added a correction on page two, same paragraph, under MacRay should be MacGray. Mr. Pinto also added on page two, after the fourth paragraph; the motion to except the report should be motion to accept the report. Mr. Pinto also asked to correct on page three, after the motion for grievance policy... The *Finance* Director, should read Executive Director.

- Motion by Mr. Rizzitelli. Second by Mr. Romano. All in Favor. Motion Passes.

6. Public Portion

Marlow Tinari is a resident at Guardiano Terrace. Early in the month he spoke with Ms. Markos about the use of an outdoor grill. In Section 7, Item T (a copy is attached to the minutes) states the tenant shall not use open flame grills on porches. Ms. Markos said there are concerns: insurance liability, cleaning and maintaining, wildlife, location and storage. Mr. Tinari had some solutions. In a letter from the Mayor directed to the Housing Authority, it stated the use of a grill is a covered risk. With regards to the maintenance, Mr. Walter Hayton (resident #23) agreed to maintain and clean the grill. As far as the location, there is a place at the rear of the complex which is 15-18 feet from the building, which would be on asphalt pavement where the clothes lines are. It could be

secured by the steel post and be out of harms way. It would be a covered grill. When it needs to be stored in the off season, it could be stored off premises. It is a good idea as it encourages socializing among the residents, like the Fourth of July event that was held. Mr. Pinto said it is on the agenda. If the Commissioners agree tonight we can take it up again at next month's meeting.

Sue Pease of Stygar Terrace would also like to see a grill at Stygar Terrace. She will wait to see the outcome at tonight's meeting. Also, there are big cracks at Stygar and they are getting bigger. Also, the laundry doors get locked and we would like a set of keys, so we don't have to bother the maintenance man.

7. Financial Report

Ms. Markos said there is nothing really different and this month she did a balance sheet through June. There are expenditures by vendor, state and federal. (a copy of the report is attached to the minutes)

● Motion by Mr. Rizzitelli to accept the financial report as presented. Second by Ms. Monaco. All in Favor. Motion Passes.

8. Director's Report

Ms. Markos referred the board to the report (a copy is attached to the minutes). Under Stygar Terrace, item #4, The UI was to remove a defective pole from the yard. However, JoAnne put this on hold because it required the electric to be shut off for 8-10 hours. Mr. Pinto said we won't do until there is a generator in place. Under Miscellaneous, item # 5, Comcast sent a notice of a rate increase. This is in negotiations. Item # 6, Roseland sent a letter regarding a zoning variance. They want to put an addition with new parking. The residents did not get the letter. Mr. Pinto requested that JoAnne send letters to the tenants so they can go to the variance meeting. Also, under item #7, the elderly waiting list is being purged. JoAnne sends two letters to applicants to see if they are still interested in being on the waiting list, if there is no response, she removes their names. Motion by Mr. Rizzitelli to accept the Director's report. Second by Mrs. Hughes. All in favor. Motion passes.

9. Old Business

- a. Grievance Policy: Commissioners Hughes and Romano have worked on the policy and it is now in draft form. (a copy is attached to the minutes) By next month's meeting we should be able to go forward and finalize it.
- b. Community Room Heating/Air Conditioning: The two air conditioners are now functioning. There is a third one which was left by a tenant, and is intended for use by a tenant. There is no air conditioner at Stygar Terrace. A Stygar Terrace resident suggested not spending money on one for the Club House. Mr. Romano said there is no air conditioner at Cicia Manor and would look into putting one there. There are two small units mounted in Guardianio Terrace.

- c. Washer/Dryer Fees: Ms. Markos said it is not worth installing card readers. Mr. Tinari said most people use the dryers for long periods of time. Mrs. Monaco asked if the Housing Authority gets any commission. JoAnne stated it has to reach a certain amount, but does not really receive much of a commission. Mr. Romano wants to wait awhile on this matter.
- d. Community Room Policy: this item is being tabled for this month.
- e. Recreation Camp Parking: Mrs. Monaco stated she has not seen “No Parking” signs yet. Mr. Pinto put a call into Mr. Smith and he hasn’t gotten back.

10. New Business

- a. 2007 NAHRO Conference: Mr. Pinto said the Conference is Tuesday, August 28th for commissioners. Let JoAnne know tonight if you plan on attending.
- b. Section 8 Coordinator: Need to hire someone soon. We will need a job description, salary and job requirements. Mr. Pinto said the position should be hired by October 1st.
- c. Job Descriptions for Maintenance Employees: We need to finalize a job description. Will report back next month with a recommendation. Motion by Mrs. Monaco to work with JoAnne and review report next month. Second by Mr. Romano. All in favor. Motion passes.
- d. Outdoor grills at Guardiano: Ms. Markos checked with other Senior Housing Communities; Shelton, Seymour and Naugatuck and they do have grills For open patios. Porches- no. None of the grills are gas, only charcoal or electric. There is a place under the stairwell where it could be stored. Ms. Markos said as long as it is covered and the cost for the charcoal is covered by the residents. There is a place outside the Community Room at Stygar Terrace for one also. Mr. Pinto said they could allow a charcoal grill on a temporary basis with the cost incurred by the tenants and 20 feet away from the building. Pauline said there may be a problem with some tenants because of the smell of the lighter fluid.
 - Motion by Mr. Rizzitelli to allow a charcoal grill, (not a propane grill) to be a minimum of 15 feet away from the building for a trial basis and to be re-addressed at next month’s meeting. Second by Mr. Romano, All in favor. Motion passes.
- e. Cigarette buckets: There was a fire at Guardiano Terrace. Someone threw a cigarette in the mulch. There were at least 100 cigarette butts. Ms. Markos said we need to get a chiminea. The buckets with sand are not a good option because it fills up with water. Mr. Tinari suggested putting holes in the bottom so it could drain.
- f. Blinds at Lakeview: As apartments were rehabbed, tenants wanted to have vertical blinds or mini blinds. Mr. Pinto suggested when new tenants move in, they could be offered mini blinds at their cost, but installed by our maintenance personnel. Motion by Mr. Romano to have new tenants have the option to have blinds

installed at their expense as long as our maintenance staff installs it. Second by Mr. Rizzitelli with a friendly amendment by Mr. Pinto to allow current tenants the same option. All in favor. Motion Passes.

11. Executive Session and Action as Required

- Motion by JP to go into Executive Session at 7:28 PM. Second by Rosemary. All in favor. Motion passes.

12. Adjournment

The Commissioners came out of Executive Session and adjourned at 7:55 PM.

Respectfully Submitted

Denise Cesaroni