

Derby Housing Authority  
Minutes November 5, 2008

The meeting of the Derby Housing Authority, **Wednesday November 5, 2008** called to order at 6:35 P.M.

**Pledge of Allegiance.**

**Roll Call:** Rosemary Hughes, JP Rizzitelli, Joseph Romano and Pauline Monaco. William Cotter excused absence. Also present: Steven Nakano, Executive Director - DHA.

**Approval of Minutes:**

- **Motion to approve the minutes of October 1, 2008.**

**Motion** by JP Rizzitelli. **Second** by Mrs. Monaco

Discussion on the Motion: Page 1 second paragraph from the bottom, change *it* to **he would**. Page 2 under Director's Report: taken from Director's Report, change **Lakeview Terrace** to **Stygar Terrace**. Page 3 under Old Business, change **Sec\*** to **Sec 8**. Still under Old Business, third paragraph change **the** to **there**. Page 3 again under New Business third paragraph **Ellen** to **Elaine**.

- **Motion to except the corrections as stated.**

. **All in Favor**. Motion Passes.

**Additions, Deletions, Corrections to the Agenda**

Mrs. Hughes requested to add to Executive Session an additional bid which came to light after the October 1, 2008 meeting.

- **Motion to add to Executive Session the additional bid.**

**Motion** by Mr. Romano. **Second** by JP Rizzitelli.

**Discussion on the motion:** whether the acceptance of this additional bid was legal. The discussion was centered around the additional bid and the legalities of a bid process.

- **Motion to go into Executive Session at 6:42 PM to discussion the legalities of the above mentioned situation.**

**Motion** by JP Rizzitelli. **Second** by Mrs. Monaco. **All in Favor**. Motion Passes.

- **Motion to come out of Executive Session at 6:54 PM.**
- **Rescind motion to add item to the Agenda.**

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

**Public Portion:**

Sue Peas – Stygar Terrace: Stated under New Business – “b” all three (3) community rooms work completed, she stated that it was not all completed. That there were several areas at all three complexes that still needed to be addressed. Kevin stated that he would go over all the work and report back to the Commission.

Public Portion Closed.

**Director’s Report:**

**Stygar Terrace:** No Vacancies.

**Cicia Manor:** No Vacancies.

**Lakeview Terrace:** No Vacancies.

**Miscellaneous:**

Bill payment report was reviewed and submitted for the record.

Paid vouchers and bills were reviewed and submitted for the record.

Discussion of Personnel Policy and Changes.

Received notification from DECD, RSC grant approved for 2009.

**Section 8 Program:**

Landlord checks for the month of October, 2008 were processed and mailed accordingly.

Paid vouchers and bills were presented for payment.

Review of the previous months billings were presented.

PIC reporting currently at 103.42%. It was reported that there would not be any sanctions for the month of September 2008.

- **Motion to accept the Director’s Report as presented.**

**Motion** by JP Rizzitelli. **Second** by Joseph Romano. **All in Favor.** Motion Passes.

**Old Business:**

Discussion and selection of a roof contractor for Guardiano Place/Lakeview Terrace.

- **Motion to table until next meeting, which will be labeled a “Special Meeting”.**

**Motion** by JP Rizzitelli. **Second** by Mrs. Monaco. **All in Favor.** Motion Passes.

Status of new offices: Mr. Nakano stated that the plans were approved with the Derby P&Z Commission with a total of 12 stipulations attached. He did not recall that exact stipulations at this time. The RFQ will be ready shortly for those interested contractors. The arrangements will be made with the Derby Town Clerks office for pick-up and the holding of the checks.

**New Business:**

(a). Discussion of new HR procedures incorporated for the DHA offices:

Mr. Nakano stated that a new employee has been hired Donna (inaudible). She is currently in the process of going back five (5) years and scanning and placing all documents in a CD format to conserve space and bring the office up to date. This will enable computer output more efficiently.

(b). Community Cares Week finished with all three (3) community rooms freshly painted.

This was brought back to the questions raised by Ms. Pease in Public Portion.

Mrs. Hughes asked who stated that the work was completed. It was relayed that Elaine made the comment. Mr. Nakano stated that he would research this further especially after the concerns of Ms. Pease.

Kevin from maintenance stated that he had no record of incomplete work. Kevin did state that Home Depot did do the volunteer work. Lakeview was supposedly completed and Stygar and Cicia just needed some touch ups. Kevin and Steve will report their findings back to the Commission.

(c). Adoption of the DHA 2009 Calendar.

The Derby Town Clerk, Laura Wabno stated that at the recent town clerks conference one of the changes that they would be requesting from all committees/boards/commissions would be a 13 month calendar for scheduled meetings. This would allow for all said mentioned committees/boards/commissions to be in line if or when a new administration comes so as to stay with the FOI guidelines.

With that a motion was made to add January 6, 2010 to the calendar.

- **Motion to add January 6, 2010 to the DHA 2009-2010 calendar of regular scheduled meetings.**

## 2008 Meeting Schedule

All meetings held at the Aldermanic Chambers in City Hall, 1 Elizabeth Street unless otherwise posted prior to meeting

Wednesday, January 2, 2009

Wednesday, February 6, 2009

Wednesday, March 5, 2009

Wednesday, April 2, 2009

Wednesday, May 7, 2009

Wednesday, June 4, 2009

Wednesday, July 2, 2009

Wednesday, August 6, 2009

Wednesday, September 3, 2009

Wednesday, October 1, 2009

Wednesday, November 5, 2009

Wednesday, December 3, 2009

Wednesday, January 6, 2010

**Motion** by JP Rizzitelli. **Second** by Joseph. Romano. **All in Favor.** Motion Passes.

- **Motion to go into Executive Session at 7:05 PM.**

**Motion** by JP Rizzitelli. **Second** by Joseph Romano. **All in favor.** Motion Passes.

- **Motion to come out of Executive Session at 7:14 PM.**

**Motion** by Joseph Romano. **Second** by Mrs. Monaco. **All in Favor.** Motion Passes.

- **Motion to Adjourn at 7:15 PM.**

**Motion** by JP Rizzitelli. **Second** by Joseph Romano. **All in Favor.** Motion Passes.

Respectfully submitted,

*Laura A. Wabno*

Recording Secretary

*These minutes are subject to approval of the DHA Commission at their next regularly scheduled meeting.*