

# HOUSING AUTHORITY CITY OF DERBY

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Executive Director  
Steven Nakano

Board of Commissioners  
Joseph F. Pinto III, Chairman  
Rosemary Hughes, Vice Chairman  
J. P. Rizzitelli  
Pauline Monaco  
Joseph R. Romano

Meeting called to Order by Chairman Joseph Pinto at 6:30 PM. on April 2, 2008.

## **Pledge of Allegiance.**

**Roll Call:** Steven Nakano, Executive Director, Joseph Pinto, Pauline Monaco and Rosemary Hughes. Excused absence: JP Rizzitelli and Joseph Romano.

## **Additions, deletions or corrections to the Agenda as presented:**

Mr. Pinto would like to add (1) Approval of the minutes of February 6, 2008 and (2) Executive Session, Personnel Issues.

Motion by Mr. Pinto. Second by Mrs. Hughes. All in Favor. Motion Passes.

- **Motion to approve the Minutes of February 6, 2008.**

Motion by Mrs. Monaco. Second by Mr. Pinto. Mrs. Hughes abstains. Motion Passes.

- **Motion to approve the Minutes of March 5, 2008.**

Motion by Mrs. Hughes. Second by Mrs. Monaco. All in Favor. Motion Passes,

## **Public Portion:**

Ms. Carol Hayden – Guardiano Terrace. Asked if there was any update as to when the key deposit will be returned. Mr. Nakano reported that starting in May of 2008 barring any unforeseen problems.

Lorreta Power – Cicia Manor. Asked why Mr Nakano was not introduced at the Christmas get together at the Derby Neck Library. Mr. Pinto stated that it had not been made official then that Mr. Nakano was the new Director.

Her next concern was the proposed rent increase. She asked if this decision was final. She also made note that her SS was increased by \$20.00 and with the rent increase she is still not getting ahead. Her next concern was a platform on the porch at Cicia Manor located at 52 Fifth St.. the person which occupied that particular unit is no longer a resident and therefore it is no longer needed plus the fact that it is in disrepair.

Next on her lists of concerns was the fact that visitors are taking up the parking spaces of the residents. At certain points in time even employees of AT&T occupy the spaces.

Mr. Nakano made note that he will update a formal letter to the residents reminding them of the parking regulations and the parking is for residents only.

Marlo Tinari – Guardiano Terrace. Mr. Tinari spoke in regards to the rent increase also. He asked if as noted there would be individual meetings at each site for the residents to express their concerns? He stated that personally the increase would not effect him but that may not be the case for many of his neighbors and residents at the other sites. He urged the Authority to reconsider this increase. He urged the Authority to consider an increase as a last resort not the first.

Mr. Nakano and Mr. Pinto both reiterated that many factors will be considered and that nothing is final as of yet.

Sue Peas – Styger Terrace. Made comment that there is not adequate parking spaces for ADA parking. She made note that the new tenant at unit #27 will need an ADA parking space closer to his unit.

Mr. Nakano stated that parking will be reviewed once the parking lot is repaired and repaved. He will go over with Kevin as to the placement and perhaps the alignment of ADA spaces with tenants needs.

Her next concern was for falling trees behind unit #35. Once again Mr. Nakano stated that he will talk with Kevin and get the area cleared on any falling trees and check to see if a tree cutting company would be necessary or if maintenance will be able to handle the situation.

Carol Hayden – Guardiano Terrace. Asked another question in regards to the changing of television reception with regards to Cable and the new program that goes into effect in January. She was reassured that her current cable will not effect her reception only if someone was to still be using an antenna or rabbit ears would she need to be concerned.

Lorreta Powers spoke up again with regards to a loose dog in the neighborhood. The dog in question belongs to the resident in the brick house on the corner. This dog is regularly let loose and doing his business in hers and her neighbors yards.

She was asked to call City Hall Town Clerks Office or the dog warden directly.

Public portion closed.

**Financial Report:**

Mr. Nakano reported that the Financial Report is broken down by vendor and summary and then by Federal and State payments accordingly.

Mrs. Hughes questioned where is the breakdown concerning employees and employees benefits?

Mr. Nakano stated that those figures can be found in the General Ledger Account.

- **Motion to accept the Financial Report as presented.**

**Motion** by Mrs. Monaco. **Second** by Mrs. Hughes . **All in Favor**. Motion Passes.

**Old Business:**

The Personnel Policy was brought up for discussion again. Mrs. Hughes stated that although she had originally voted on the Personnel Policy last month she had some concerns since then. One thing that concerned her was the generous amount of vacation time for (10 days) zero to one year. Mr. Pinto stated that it is a very competitive market out there and that this was the norm. Mrs. Hughes also questioned the pay ratio. She could not understand that the full time staff and part time staff both received the same amount of vacation time. Mr. Pinto explained that yes day wise is equal but the rate of pay does not exceed the amount of hours worked per week. Example a full time employee that works 35 hours would be entitled to a 35 hour a week vacation pay and a part time employee which may only work 29 hours or less would only be entitled to that amount of pay per hour for vacation time.

There was no necessary action or motion needed.

**Director's Report:**

Director Steven Nakano presented the following report:

**Stygar Terrace:** No vacancies.

**Cicia Manor:** No vacancies.

**Lakeview Terrace:** No vacancies.

Mr. Pinto questioned if there were any problems or concerns with the digging at Lakeview Terrace. Mr. Nakano stated that he has not heard of any complaints to date. Mr. Pinto also inquired about the fencing. He was told by Mr. Nakano that there would be no fencing.

Landlord checks for the month of March 2008, were all processed and mailed out on time.

PIC reporting currently at 106.15%. With this being achieved there will not be any sanctions for February, DHA is currently above 95%.

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

**Motion** by Mrs. Hughes. **Second** by Mrs. Monaco. **All in Favor**. Motion Passes.

The next topic of concern was the Plumbing Contract bought up for discussion. Automatic Plumbing and Heating, Inc. of Waterbury was the only company to supply Kevin with a written proposal. Mr. Pinto voiced his concern that there was no proposal from a local valley contractor and the 20 minute travel time from Waterbury that the DHA would be assessed. Mr. Nakano stated that the proposal was given after Kevin made several contacts via the telephone. Mr. Pinto again along with other Authority members voiced their concerns with only one proposal. And Mr. Pinto further stressed his concern that the bid for a contractor may have to be placed in the newspaper and other bids submitted before a decision be made.

Mr. Nakano stated that most of the recent maintenance has been handled by Kevin and his staff and so far there has not been anything that they couldn't handle. Mr. Nakano was asked if the weekends were covered? He stated that Kevin is available 24-7.

Mrs. Monaco stated that she did not have enough information to make a decision at this time. Mrs. Hughes stated that she would feel more comfortable with more than one proposal to choose from.

Mr. Pinto further went on to state that he personally would like to see the travel time eliminated from the proposal.

No action was taken at this time. Mr. Nakano will report back to the Authority next month.

The conversation then centered around the new software vendor proposed for the DHA. Mr. Nakano stated that the PHA-Web program is the program which he feels best suits the needs of the DHA. At a current cost submitted of \$13,140.00 without Data Conversion Mr. Nakano was satisfied that all the needs current and future could be met. Mr. Pinto and Mrs. Hughes both questioned the costs and the fact again there was only one proposal for a large expense. Mrs. Monaco however stated that Mr. Nakano and his staff are better qualified than herself as to what will suit their needs to run the office.

- **Mrs. Monaco Motions that the DHA approve the contract for the PHA-Web Software License, "Happy" conversion.**

**Motion** by Mrs. Monaco. **No Second** to the Motion.;

**Mrs. Monaco withdraws her Motion.**

Mrs. Hughes and Mr. Pinto asked Mr. Nakano to further research the software available and get back to the Authority next month.

No action taken at this time.

An increase in the base rent for State Elderly was discussed. As mentioned in Public Portion there was concern as to the impact on the residents. It was noted that although the previous DHA board had voted on an increase it never took effect. Before any increase would take effect it would need approval from both DECD and CHFA.

The following information was given as to the breakdown of the increases:

<b>Cicia Manor:</b>	Efficiency	\$200 - \$220
	One Bedroom	\$215 - \$235

**Lakeview**

<b>Apartments:</b>	Efficiency	\$230 - \$250
	One Bedroom	\$265 - \$285

**Stygar**

<b>Terrace</b>	Efficiency	\$220 - \$240
	One Bedroom	\$270 - \$290

With that a motion was made by Mr. Pinto.

- **Motion to approve the Base Rent Increase for DHA tenants.**

**Motion** by Mr. Pinto. **Second** by Mrs. Hughes. **All in Favor**. Motion Passes.

DHA would convert certain numbers below 278 tenant based vouchers. With this project it would secure future grants for elderly units which in turn would increase funding to be made available from the project base.

No action needed at this time information would be made available as it progresses.

- **Motion to go into Executive Session at 7:25 PM.**

**Motion** by Mrs. Monaco. **Second** by Mrs. Hughes.. **All in Favor**. Motion Passes.

Mr. Pinto thanked the board members and made note that this would be his last meeting. He and his family will be moving to Ansonia. The board and members in the audience gave Mr. Pinto a round of applause and one by one stopped and thanked him for a job well done and for taking the DHA out of the mess he found it in and opening the line of communications and helping the tenants to get the buildings back on track with maintenance and upkeep.

Respectfully submitted,

***Laura A. Wabno***  
Recording Secretary