

Derby Housing Authority  
Minutes – June 10, 2008  
Special Meeting

The monthly meeting of the Derby Housing Authority, **Tuesday June 10, 2008**  
called to order at 6:32 PM.

**Pledge of Allegiance.**

**Roll Call:** Steven Nakano, Rosemary Hughes, Pauline Monaco and Bill  
Cotter and Joseph Romano.  
JP Rizzitelli – absent.

**Public Portion:**

No one from the public to speak.

Public Portion closed.

**Discussion of Site Plan for New Housing Authority Office:**

Mr. William Cotter prior to the presentation by Mr. Jalowiec and Mr. Rotunda stated that due to a conflict of interest he not be voting on any proposals presented or in conjunction with Jalowiec Realty and Mr. Joseph Jalowiec because he is related through marriage.

Guest speakers Mr. Joseph Jalowiec of Jalowiec Realty and Jim Rotunda, Eng.

**Joseph Jalowiec** – 8 Northrop Rd. Woodbridge, CT. Addressed the Authority with regards to the property currently identified as West Fourth Street (number uncertain).

Mr. Jalowiec spoke of bringing in Jim Rotunda, Eng. To present site plans for approval for a new site for the DHA Office. This is to include a 8-12 survey, engineering survey and an Inland/Wetland Survey for this board to present to the various commissions/boards for approval.

**Jim Rotunda, Engineer** – 25 Brook St., Shelton, CT. Mr. Rotunda presented an example of a project survey, A-2 survey, previously submitted for another project. This was just to show the members of the authority of what is involved with the preparing of information to the various commissions/boards before approval can be given to commence with the site for the new DHA Office.

Jim also stated to members that a Topographic survey will be required and that the once approval is given by the authority he will make the presentation to the Planning & Zoning Commission and the Inland/Wetland Commission.

He furthered explained to members of the authority that the Design Documents will take in effect the existing conditions and draw the spec's required/wanted by the DHA and the Derby building code regulations.

All spec's to be brought into the service building will be shown on the drawings with parking and all site engineering reports before and after construction. Once process begins regular meetings with the various departments and commissions will continue prior to the final submission.

Fees included with materials:	\$2,100.00	Survey
	<u>\$6,350.00</u>	Civil Engineering
	<b>\$8,450.00</b>	<b>Total</b>

Mrs. Hughes asked if there will be any extra fees involved. Mr. Rotunda stated that sometimes things do come up that may not be covered in the initial scope of the project.

Mrs. Hughes would request that any amount over the \$8,450.00 would have to be approved by the authority prior to proceeding.

Mrs. Hughes asked if color renderings would be submitted to the members of the authority? She was assured that yes there would be and that would be included in the initial costs.

Mr. Cotter asked if the engineer will be coming before the DHA prior to making the presentation to the various City boards/commissions. Yes both Mr. Rotunda and Mr. Jalowiec will both be present.

Mr. Jalowiec stated that the building which is approximately 15-16,000 sq feet will generally remain the same. This meaning the bricks, coloring etc. Mr. Jalowiec stated that once P&Z and Inland/Wetland gives the go ahead the project would go out to bid.

Mrs. Hughes asked if the A-12 survey is also included in the initial price. Once again she was assured yes it was.

- **Motion to go into Executive Session .**

**Motion** by Mr. Cotter. **Second** by Mrs. Monaco. **All in Favor**. Motion Passes.

- **Motion to come out of Executive Session.**

**Motion** by Mr. Cotter. **Second** by Mr. Romano. **All in Favor**. Motion Passes.

- **Motion to accept the proposal as presented by Jalowiec and Rotunda.**

Discussion on the Motion. Mr. Romano will you be making a presentation to this authority prior to any presentations to the various boards/commissions in the city?

**Motion** by Mr. Romano. **Second** by Mrs. Monaco. **All in Favor** ( Mr. Cotter not voting as previously stated). Motion Passes.

- **Motion at Adjourn at 6:42 PM.**

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

Respectfully submitted,

*Laura A. Wabno*  
Recording Secretary

\*Minutes are subject to the DHA's approval at their next scheduled meeting.