

**Derby Housing Authority**  
**Minutes October 6, 2010**

The Monthly meeting of the Derby Housing Authority was called to order on October 6, 2010 at 6:34 p.m.

**Pledge of Allegiance.**

**Roll Call:** Rosemary Hughes, Pauline Monaco and Darrell Cotter. Steven Nakano, Executive Director. JP Rizzitelli arrived at 6:40 PM. Joseph Romano excused absence.

**Approval of the minutes August 4, 2010.**

- **Motion to approve the minutes of August 4, 2010.**

**Motion** by Darrell Cotter. **Second** by Pauline Monaco.

Corrections to the minutes proposed by Mrs. Hughes page 1 third paragraph from the bottom **in to is**. **All in Favor**. Motion Passes.

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

- **Motion to add under Director's Report – August Financial Report.**  
**New Business – NAHRO Convention and Executive Session – Employment Agreement**  
**Exc. Director.**

**Motion** by Darrell Cotter. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

**Public Portion:**

**Sue Pease – Stygar Terrace.** Ms. Pease asked if the thermostats could be raised. They are currently set at 72 degrees and it would be helpful to the residents if they could be raised to 74 degrees.

Steve stated that he will have Kevin recalibrate the thermostats.

**Marlo Tarini – Lakeview Apartments.** Mr. Tarini presented a list of concerns regarding the various heating problems he has uncovered in his own apartment along with those of his neighbors. His list is the same as those that will be addressed through the current weatherization grant awarded to the Derby Housing Authority.

**Director's Report:**

**Stygar Terrace:** Apt. #21 ready for occupancy October 1, 2010.

**Cicia Manor:** Apt. #40 being ready for occupancy November 1, 2010.

**Lakeview Terrace:** NO VACANCIES.

Bill payment report was submitted and reviewed.

Paid vouchers were submitted and reviewed.

Paid vouchers and bills were submitted for review.

DHA staff moved into their new administrative office building.

DHA is awaiting the weatherization program for the elderly complexes to begin.

Landlord checks for the month of October 2010 were processed and mailed.

Paid vouchers and bills for Section 8 were reviewed.

Bill payment report for Section 8 was reviewed.

PIC reporting is currently at 103%, there will not be any sanctions for September 2010.

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

**Motion** by Darrell Cotter. **Second** by Pauline Monaco.

Questions from Mrs. Hughes regarding the recent plumbing fees charged by a private contractor. Mr. Cotter echoed in with regards to the \$420 for a flapper replacement and \$356 for a seal replacement. All members of the authority questioned these charges and want to know why our own maintenance man, Kevin is not able to do these repairs along with some of the other minor ones. Steve stated that he did not have an answer. It was implied by a general consensus of the authority members in attendance to have a meeting with Kevin and go over some of the recent repairs (plumbing) that have been done and to get a better understanding of just what Kevin can and can not do with regards to general repairs.

The second question from Mrs. Hughes was for the Public Official Liability Insurance. Steve stated that this was the worker's compensation insurance for one full year. On page #7 the expense for Geibs Flooring Repair. Steve stated that this is maintenance and any kinds of repairs need to have a capital needs assessment form completed and submitted and than the bill is 50/50 state/federal. Steve stated that he will follow through with the paperwork and reimbursements.

**All in Favor.** Motion Passes.

### **Old Business:**

Mrs. Hughes welcomed all to the new Derby Housing Authority offices. It was noted that there are several small items which the contractor is handling and once all is approved by the DHA then the final payment for a completed job will be given.

### **New Business:**

Mrs. Hughes report that the weatherization program was granted to the DHA through the efforts of Steve Nakano, Exc. Director and not Mayor Staffieri as reported recently by the press. She and the other members of the authority thanked Steve and his staff for a job well done.

Steve thanked the authority members and reported that the work should begin October 8<sup>th</sup> starting with Guardiano Terrace and second on October 12<sup>th</sup> to Cicia Manor. The work will concentrate with the ductless heat pumps for the heating system and the air conditioners. It was stated that Stygar Terrace is not totally electric but that their heating concerns will be addressed and they will begin working at a date to be announced.

Steve also made note that the painting of the doors at Stygar Terrace is almost completed.

Steve stated that all of the concerns brought to the attention of the authority by Mr. Tarini will be addressed by the weatherization improvements grant they include but are not limited to health and safety inspections; heating system tune-ups and repairs; attic and side-wall insulation; blower guided air-sealing to reduce drafts; and in limited cases, storm window, window and door repairs or replacement. It was reported that on average up to \$6,500 per unit will be allocated.

Mrs. Hughes reported that she and Steve recently attend a NAHRO convention at Mohegan Sun.

- **Motion to go into Executive Session to discussion of employment agreement with the Executive Director at 7:05 PM.**

**Motion** by Darrell Cotter. **Second** by Pauline Monaco. **All in favor.** Motion passes.

- **Motion to come out of executive session at 7:26 PM.**

**Motion** by JP Rizzitelli. **Second** by Pauline Monaco. **All in Favor.** Motion passes.

No action taken.

- **Motion to adjourn at 7:27 PM.**

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

**Respectfully submitted,**

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