

Derby Housing Authority  
Special Meeting  
Minutes – June 24, 2008

The monthly meeting of the Derby Housing Authority, **Tuesday June 24, 2008** called to order at 6:06PM.

**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.

**Discussion:**

**A. Final proposal for Ramp at Lakeview.**

The following proposals were presented to the Authority:

IMCO – Korolyshun	\$9,000.00	Railings included.
F. Pepe – Frank Pepe	\$4,775.00	Railings not included.
Topline – Seymour	\$7,500.00	Railings not included.
Teodosio	\$8,800.00	Railings not included.

Conversations continued amongst the authority members as to the differences in pricing and the reasoning behind each. Mr. Romano suggested that the authority ask Kevin from maintenance to contact all interested bidders and to submit a more detailed description of services to be provided along with materials.

Mr. Romano and Mr. Cotter volunteered to research along with Kevin to get the process moving along and to clear up all the questions so that the authority may make a better decision at their next meeting.

No action to be taken at this time.

**B. Proposals for Automatic Door Openers for Elevator Room at Lakeview**

The following proposals were presented to the authority:

Calvert Safe & Lock – Derby	\$8,472.50
Champion Locksmith Inc – NY	\$8,280.00
Stanley Security Solutions – Cromwell	\$6,560.50

After several minutes of discussion the authority decided to go with the proposal from Stanley Security Solutions due to the fact that most of the bids submitted by their supplies from Stanley so it would make sense to go with the supplier. The fact that the suppliers quote was lower than the other two.

- **Motion by to enter into agreement with Stanley Security solutions for the automated door system at Lakeview.**

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

**C. Engineered site plan, Proposed Office Building – West Fourth Street.**

Mr. Joseph Jalowiec was asked to participate in the discussion by the Authority Members.

Mr. Joseph Jalowiec – 8 Northrop Rd. Woodbridge, Ct. Mr. Jalowiec was here on behalf of James Rotondo, Engineering, LCC. Mr. Jalowiec was asked by Mr. Rotondo to present the preliminary drawings to the Authority.

In the drawings it was shown that the driveway was moved over to the left of the existing house to place parking on the West Fourth Street side of the building. It was noted that this would not interfere with existing parking. However there would need to be a buffer of sorts to reflect the headlights of any car. A suggestion was that perhaps low bushes 3-4 feet or a solid fence. All sidewalks would be revised and new blacktop would put in place.

Mr. Jalowiec stated that prior to any construction that test borings be done to ensure that there would be no surprises once construction were to begin. The average cost is around \$1,200.00 and is an added protection for the Authority.

The building would consist of 2,110 square feet on the main floor plus the additional space in the basement level. There would be a patio in the rear with a 4 ft area from the edge of the lot from the building itself.

Mr. Jalowiec stated that the preliminary drawings as presented have been discussed with David Kopjanski the City of Derby Building Inspector and all seems to be in line with current code regulations for the City of Derby.

Mr. Rotondo has scheduled a meeting to walk the site with Mike Joyce, Engineer for the City of Derby. The plan is to make a presentation to the Inland/Wetlands at their monthly meeting in July of 2008 to follow up with the Planning & Zoning Commission the following week.

The final plans will be presented to the Authority prior to those meetings stated previously.

No action taken at this time.

- **Motion to go into Executive Session 6:59 PM inviting Mr. Nakano for the first half.**

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

- **Motion to come out of Executive Session at 7:12 PM.**

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

- **Motion to implement the contract with Mr. Steven Nakano due a six month review and retroactive to June 3, 2008.**

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

Kevin the DHA head of maintenance was asked to join in on the conversation with regards to the ramps and automated door system since he was unable to attend and contribute his opinions during the beginning of the meeting.

Kevin was asked by Mr. Romano why the bid from Pepe was incomplete. Kevin stated that he has left several messages for Mr. Pepe and has no response.

Mr. Cotter voiced his concerns that the proposal seemed to be incomplete as were the sediments echoed by Mr. Romano. The topic of concern was also the requirements being met for the handrails under the ADA guidelines.

Mr. Romano and Mr. Cotter agreed to work with Kevin and the contractors who submitted their bid proposals and to clean up all questions as to have all the information to allow the authority to make a sound decision. Mrs. Hughes and Mrs. Monaco echoed the sediments of the authority.

Kevin was asked how the bidders came to the sizing. Kevin stated that he ran a dry line layout for the bidders to follow from which they obtained the dimensions.

Mrs. Monaco questioned if the new ramp would interfere with the service maintenance door to the elevator. Kevin stated that no it would not walkways would be 5 feet and the doorway is only 3 feet.

Next topic of discussion was the recent vote to have Stanley Security Solutions do the automated doors at Lakeview.

Kevin made note of the Exclusions as stated on page two of the proposal. Mr. Romano and Mr. Cotter in looking over the other proposals also noted some things that are noted but necessary to complete the automated system.

With now being informed of the exclusions and still further questions the authority has decided to rescind the original motion.

- **Motion to rescind the original motion to have Stanley Security Solutions enter into agreement for installation of the automated door system at Lakeview.**

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

Mr. Romano and Mr. Cotter have again volunteered to work with Kevin to get a better description of the exact work including all the exclusions for a total price quote for the automated doors at Lakeview.

- **Motion made to allow Mr. Nakano to enter into a contract with the best offer which suits all the requirements for the automated door system at Lakeview not to exceed \$10,000.00.**

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

Next meeting scheduled on **July 7, 2008** due to the Fireworks display on July 2, 2008 at the Regular DHA monthly meeting. Said meeting will take place at **6:00 PM** and will now be a **Special Meeting** due to the change in dates.

**Motion to Adjourn at 7:20M.**

**Motion** by Mr. Romano. **Second** by Mrs. Monaco. **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.