

**MINUTES OF MEETING
SOUTHINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
7:00 p.m., November 25, 2008**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, November 25, 2008.

CALL TO ORDER:

Chairman Dennis Conroy called the meeting to order at 7:00 p.m. Present at the meeting were Chairman Conroy, Commissioner Agnes Bart, Commissioner Helen Locks, and Commissioner David DellaVecchia who arrived at 7:10 p.m. Also present was Executive Director, Helen Archangelo, and Foreman, Stephen Palmieri.

PUBLIC COMMUNICATIONS:

There were no remarks from the audience.

COMMUNICATIONS:

CHFA appointment of President/Executive Director: It was noted that the Commissioners had received notification of the appointment of the new President/Executive Director of Connecticut Housing Finance Authority.

CHFA approval of Management Plan: A letter was received from Connecticut Housing Finance Authority approving the Management Plan for 2009.

DECD acceptance of Audit Report for 2007: The response accepting the Audit Report for 2007 had been received from Department of Economic and Community Development. In addition, Mrs. Archangelo presented her letter in response to items mentioned in the Auditor's September 10, 2008 letter which accompanied the audit report.

VACANCIES: Mrs. Archangelo reported that the men were completing preparation for the turn over of one unit for a new tenant for December 1.

APPROVAL OF OCTOBER 28, 2008 MINUTES

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the minutes of the October 28, 2008 meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR NOVEMBER, 2008

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to approve the accounts payable for the month of November, 2008.

OLD BUSINESS:

1. Update on Elevator Project

Mrs. Archangelo reported that the project was going well and they expected to meet the completion date of December 23, 2008. Discussion followed on planning a dedication ceremony.
Commissioner DellaVecchia arrived at the meeting.

2. Update on Main Street roofing project

Mrs. Archangelo indicated that the Commissioners previously approved entering into a contract with Hartford Restoration to re-roof buildings 1, 3,4, and 5 at Main Street. This approval came with some conditions to which Hartford Restoration had agreed. She noted that since those conditions were accepted, the contract was signed. She added that the contractor would begin work during the first week of December.

NEW BUSINESS:

1. Executive Director's Report

Stephen Palmieri presented his acceptance letter for the position of Executive Director, effective January 5, 2009. The Commissioners congratulated Mr. Palmieri.

Mrs. Archangelo reported that the air conditioners had been covered for the tenants, the leaves raked, and all the emergency equipment checked during the month. Mr. Palmieri confirmed that there was one additional light pole needed at Carter Lane, and fixture replacements for Main Street. He added that he changed some cracked and melted covers on some lights at Main Street.

Chairman Conroy commented on various future improvements needed at 408 Main Street. Chairman Conroy noted that there was water accumulation in front of some of the units, etc. Mrs. Archangelo stated that she would be sitting down on December 9th with Larry Wagner, the Town's Consultant for grant applications, to review needed improvements for 408 Main Street.

Discussion took place regarding a broken window and apparent attempt to enter a unit at Pleasant Street. Mrs. Archangelo understood that some tenants might be asking for additional motion lights. She asked for the Board's opinion. Chairman Conroy stated that Mrs. Archangelo should inform the tenants that the Housing Authority would be more than happy to install additional motion lights, but they should understand that they would not only be activated by human beings (whether they were supposed to be there or not), but by wind blown branches and small animals. He noted that they could have lights continually coming in and out of their rooms. He suggested that she mention that before making a decision and wait a week to give everyone an opportunity to comment. Commissioner Bart suggested that they be instructed to call 911 if they saw any suspicious activity.

2. Tenant Commissioner's Report

Commissioner Bart had nothing further to report.

MISCELLANEOUS:

Chairman Conroy pointed out that there was some damage to the flooring of one of the apartments at Pleasant Street. Discussion followed on what to do to correct the situation.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to expend up to \$200 to repair the flooring in Apartment #22, at 500 Pleasant Street.

ADJOURNMENT: Executive Session: Personnel Matters

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Bart, and unanimously carried to adjourn to Executive Session, excluding the public and the press, to discuss personnel matters.

The meeting went into Executive Session at 7:28 p.m. No motions were made and no action was taken and upon motion made, seconded and unanimously carried, the meeting reconvened in open session at 7:32 p.m.

OPEN SESSION:

Chairman Conroy stated that the Commissioners wished to acknowledge the performance of the staff over the last year.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Bart, and unanimously carried, to pay the following net amounts to the employees for their performance over the past year: Helen Archangelo, \$3,200; Stephen Palmieri, \$2,500; Robert McBride, \$1,500; Gail Castiola, \$1,400; Joseph Lombardo, \$1,000; and Stefanie Farkas, \$800.

Chairman Conroy noted that the salary increases for unionized employees for 2009 were contracted at a three (3%) percent increase. The Executive Director's salary was established in his offer letter, but the Resident Services Coordinator's salary needed to be confirmed.

Motion was made by Commissioner Locks, seconded by Commissioner DellaVecchia and unanimously carried, to increase the salary for the Resident Services Coordinator, Gail Castiola, for the year 2009 by three (3%) percent.

ADJOURNMENT:

There being no further business to come before the meeting, upon motion duly made, the meeting was adjourned at 7:40 p.m.

Helen B. Archangelo
Recording Secretary