

**MINUTES OF REGULAR MEETING
SOUTHINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
July 28, 2009**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, July 28, 2009.

CALL TO ORDER:

Chairman Conroy called the meeting to order at 7:00 p.m.

The following Commissioners were present: Dennis P. Conroy, Chairman; David DellaVecchia; Agnes Bart; Helen Locks and Ryan T. Cayer

Also, present Stephen L. Palmieri, Executive Director

PUBLIC COMMUNICATIONS:

David Porter spoke about the parking situation at 43 Academy St. during events held downtown. There was a discussion on who has permission (other than tenants) to park in the lot. The Authority's rules are, "Anyone visiting a resident at 43 Academy St. for whatever reason including but not limited to an aid/nurse has permission to use the parking lot. A resident of 43 Academy St must accompany anyone who parks and leave the property". Chairman Conroy acknowledged the sign at the entrance to 43 Academy St. states "Residents and Visitor Parking Only". We rely on the honor system. If need be a sign would be installed warning unauthorized vehicle will be towed at owners expense. Mr. Palmieri was instructed to contact the Police Department for correct wording.

Mary Misiorski asked if "residents who can walk well, park furthest from the building". Chairman Conroy stated, "Again this is an honor system. We can only ask people in good health to park further from the building. There was a discussion about adding Handicapped parking spots. Approximately half of the residents have handicapped permits. There was an additional discussion about assigning parking spots to residents and visitors. After further discussion, Mr. Palmieri was instructed to monitor the situation and report to the board.

COMMUNICATIONS: Housing Authority Insurance Group:

Annual Report 2008
Audited Financial Statements
(Years ending December 31, 2007 and 2008)

VACANCIES: Apartment 28 Carter Ln.
Apartment 6 Pleasant St.
Apartment 103 43 Academy St.
B.6 Apartment 5 408 Main St.
B.6 Apartment 7 408 Main St.

APPROVAL OF THE JUNE 25, 2008 MINUTES OF REGULAR MEETING:

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried, to approve the minutes of the June 23, 2009 regular meeting as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR JUNE:

The Director presented the check register list and running list of accounts payable as well as a profit and loss statement for the month.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Bart, and unanimously carried, to accept the accounts payable for the month of June.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Approval of Investment Report

Mr. Palmieri presented the quarterly investment report and noted that, due to the country's current financial crisis, none of the accounts was earning more than 1.25% and that the certificate of deposit rates were not a great deal better.

Motion was made by Commissioner Cayer, seconded by Commissioner Bart, and unanimously carried to approve the quarterly investment report as presented.

2. Approval of Quarterly Financial Report

Mr. Palmieri presented the quarterly information, profit and loss, balance sheet, and the breakdown on the retained earnings account. He commented on some of the expenses, including large utility bills.

Motion was made by Commissioner Locks, seconded by Commissioner DellaVecchia, and unanimously carried, to approve the quarterly financial report.

3. Review 2008 Audit Report

The response accepting the Audit Report for 2008 had been received from Department of Economic and Community Development. Mr. Palmieri also included his response to items mentioned in the Auditor's June 4, 2009 letter, which accompanied the audit report.

4. Renewal of DAS Master Insurance Program.

The Authority's Master Insurance Program (MIP) includes Public Officials Liability and Workers Compensation coverage. The MIP rate is \$1.12 per unit per month. The Authority will no longer be charged for community, administrative, or storage rooms. The fee is for residential units only. The Authority's premium for 07/01/09 - 06/30/10 is \$2,419.20. A saving of \$184.32 over last year cost.

The Authority's Commercial Property Insurance premium has increased by 14%. The Authority's premiums for July 1, 2009 - July 1, 2010 are for Buildings, Business Personal Property, and Business Income coverage \$12,550; Equipment Breakdown coverage \$759.00; and Terrorism coverage \$366.00. Total premium is \$13,625.00. An increase of \$1614.00 when compared to last year.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried to renew the master insurance program with the Department of Administrative Services.

5. Academy St. Parking Lot Replacement

Mr. Palmieri received bids for parking lot replacement at Lincoln-Lewis Terrace 43 Academy Street.

Empire Paving-\$43,100.00

Tilcon-\$44,803.68

Cocchiola Paving-\$47,401.48

Mr. Palmieri pointed out the low bid of \$43,100.00 is \$10,000.00 less than the October 2008 bids. After a short discussion, it was decided to proceed with the project.

Motion was made by Commissioner Cayer, seconded by Commissioner DellaVecchia, and unanimously carried, to award the Academy St. parking lot replacement project to Empire Paving for the sum of \$43,100.00

6. Executive Director Report

A. Wachovia CD

The Wachovia Bank CD matures on August 1, 2009. Renewal interest rate and annual percentage yield will not be available until August 3, 2009. After a short discussion, it was decided to deposit the funds from the CD into the Authority's checking account to help cover the Academy St. parking lot replacement cost.

B. NewEnglandBank

Mr. Palmieri met with Gregori P. Tonon Business Development Office for NewEnglandBank (formally Valley Bank). Mr. Tonon has worked with other housing authorities' on investment

options. A bank rate sheet with certificate of deposit and money markets rates was discussed. No action was taken.

C. Resident Services Coordinator (RSC)

The Authority received a letter from the Department of Economic and Community Development (DECD) stating funding was cut for the RSC position from Gov. Rell's budget proposal. The DECD second quarter 2009 report and the fiscal year end narrative for the RSC position was sent to the commissioners for review. DECD request the reports for monitoring of the Resident Services Coordinator position. State Rep. Bruce (Zek) Zalaski Office also received the information.

D. Complex Picnics

We averaged between 20 and 30 residents at each picnic. Tenant participation was excellent. Many made salads and deserts. The Authority received many cards and phone calls, thanking the commissioners and staff.

E. Lincoln-Lewis Fire Stand Pipe Test

July 28, 2009, Hartford Fire Protection (HFP) conducted an inspection of the Authority's standpipe (water) fire protection system. Mr. Palmieri was present during the testing. The system passed for fire protection, but as codes change, so does the method in testing. The drain system has an air gap between the drain valve and drain pipe. With this setup, the drain cannot handle full water flow. HFP is going to recommend a direct connection from the drain valve to the drainpipe. With this setup, the full water flow test can be performed.

F. Cable TV Community Halls

Mr. Palmieri reported, Cox Communications would not install underground cable service to the halls at 6 Carter Ln.; 408 Main St.; and 500 Pleasant St. at no cost to the Authority. Reason being each hall estimate is \$1600.00 to connect. We would only purchase the Basic Cable Package @13.00 a month. It would take ten years for the company to recover its investment. I will look into other avenues, satellite or having Ultra Antenna Service, (company did the analog to digital system at Lincoln-Lewis Terrace) install antennas at the other community halls.

G. Laptop Computer

Mr. Palmieri would like to request information from our computer technology company on purchasing a laptop computer for the Authority. This computer would have the same information contained on the director's office computer. Mr. Palmieri will be able to complete some of his work at home after regular office hours. It would also assist with him with board meeting notes, pictures and cut down on paper. This computer would be for housing authority business only. After a short discussion, Mr. Palmieri was instructed to request a laptop computer with a docking station. This setup should not cost more than \$1000.00

H. Vacations

Mr. Palmieri requested to use vacation time in August, for which he received permission.

7. Tenant Commissioner Report

Commissioner Bart asked if the expansion of the Carter Ln. community hall into the old office section is almost complete. The hall is seeing more activity and the space is greatly needed. Mr. Palmieri will finish installing light fixtures and heat. Mr. Palmieri will meet with maintenance to go over flooring options.

MISCELLANEOUS:

There was nothing further to come before the meeting.

EXECUTIVE SESSION: None

ADJOURNMENT:

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to adjourn at 8:07 p.m.

Stephen L. Palmieri
Recording Secretary