

**MINUTES OF REGULAR MEETING  
SOUTHINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
May 26, 2009**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 408 Main Street, Southington, Connecticut, on Tuesday, May 26, 2009.

**CALL TO ORDER:**

Vice Chairman DellaVecchia called the meeting to order at 7:05 p.m.

The following Commissioners were present: David DellaVecchia; Agnes Bart; and Helen Locks

Also, present Stephen L. Palmieri, Executive Director

**Vice Chairman DellaVecchia introduce the Board of Commissioners to the tenants.**

**PUBLIC COMMUNICATIONS:**

There was no public communication.

**COMMUNICATIONS:**

There was no communications

**VACANCIES:** Apartment #60 500 Pleasant St. (occupancy June 15, 2009)

**APPROVAL OF THE APRIL 28, 2009 MINUTES OF REGULAR MEETING:**

**Motion was made by Commissioner Locks, seconded by Commissioner Bart and unanimously carried, to approve the minutes of the April 28, 2009 regular meeting as presented.**

**APPROVAL OF THE MAY 13, 2009 MINUTES OF SPECIAL MEETING**

**Motion was made by Commissioner Bart, seconded by Commissioner Locks and unanimously carried, to approve the minutes of the May 13, 2009 special meeting as presented**

**APPROVAL OF ACCOUNTS PAYABLE FOR MAY:**

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 Bart, seconded by Commissioner Locks, and unanimously carried, to accept the accounts payable for the month of May.**

## **OLD BUSINESS:**

### **1. Update Main St. Roofing Project:**

Mr. Palmieri reported Hartford Restorations Services signed the roofing contract on May 14, 2009. Reroofing of Building Two (2) and Building Six (6) will start when the materials arrive.

## **NEW BUSINESS:**

### **1. Executive Director's Report**

#### 1<sup>st</sup>. Quarter Financial Report

Mr. Palmieri commented on the first quarter operating statement. Management Expenses including Offices salaries, Pensions and Other Funds were over budget \$5,869.52. The reason being Ms. Archangelo's retirement - paid accrued vacation time and sick leave.

Utility expenditures are also over budget \$9,114.25 (Electricity \$8,000.00 and Water \$1,114.25). I will monitor and recommend increases if needed for the 2010-operating budget.

Maintenance expenditures, Refuse removal and Insurance are under budget totaling \$15,358.05

The Authority is currently \$82.59 over budget. I expect the 2nd Quarter Management Expenses to be in line with the budgeted amount.

#### Apartment Complex Picnics

It has been a previous policy to offer food and supplies (hot dogs, hamburgers, rolls, condiments, soda, plates, plastic ware and napkins) to the tenants of Academy St. for a picnic. I have made the same offer to the other complexes. Pleasant St., Main St. and Carter Ln. are interested. The Authority had purchased a gas grill for Academy St. residents. I have asked the other complexes if they would like a gas grill. At this time, only Main St. would like a grill.

#### Fire Alarm Pleasant St. Hall

Our fire alarm monitoring at 500 Pleasant St. community hall has been switch from Maximum Security to Police dispatch as requested by town hall. Our property is consider town property and needs to be monitored by the police dispatch.

#### Ultra Antenna Service

Ultra Antenna Service has started the digital up grade at 43 Academy St. The Authority needs to upgrade the master antenna system. A television set top antenna does not work very well in this building. Switching from an analog to a digital signal will only compound this situation. A couple of residents have purchased digital converters only to find out they cannot receive a strong enough signal. An analog connection in each apartment needs to be upgraded. A new antenna and amplifier needs to be installed on the building. Approximant cost is \$1,500.00.

### Sovereign Bank

Mr. Palmieri reported Sovereign Bank would not be charging our Money Market Account an assessment fee as previous stated.

### State Elevator Inspection

On May 5, 2009, Mr. Palmieri met with the State of Connecticut Elevator Inspector. I was informed of ASME A17.1 Rule 1206.7 that states all elevators with firefighter service shall be tested monthly. I received forms, instructions on how to perform and record the test. The Authority two elevators are subject to this rule.

### Office Computer

The Authority's oldest office computer (2003) was replaced. This computer could not utilize all of the software programs on the Authority's main computer. NSI the Authority's computer technology company recommended replacing over updating the existing computer.

### Vacation Time

Mr. Palmieri reported he would be using some of his vacation time in June. It will be scheduled around the Authority's workload and I will be available on off days if need be.

## **2. Tenant Commissioner's Report**

Commissioner Bart had nothing further to report.

### **MISCELLANEOUS:**

There was nothing further to come before the meeting.

### **EXECUTIVE SESSION:**

There was no executive session

### **ADJOURNMENT:**

**A motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried; the meeting was adjourned at 7:22 p.m.**

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Stephen L. Palmieri  
Recording Secretary