

**MINUTES OF MEETING
SOUTHINGTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
December 23, 2008**

ANNUAL ORGANIZATIONAL MEETING

The meeting was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, December 23, 2008. The meeting was called to order by Helen Archangelo, Executive Director at 7:00 p.m. Present at the meeting were Commissioners Dennis Conroy, Helen M. Locks, and Agnes Bart. Also present were Helen B. Archangelo, Executive Director, Steven Palmieri, Foreman and one resident, Robert Boutot.

A. ELECTION OF CHAIRPERSON

Nominations were opened for the position of Chairperson for the ensuing year. Commissioner Helen M. Locks placed in nomination the name of Dennis Conroy, which was seconded by Commissioner Bart. There were no other nominations for the office of Chairperson. **Upon unanimous vote, Dennis Conroy was elected Chairman.**

Chairman Conroy chaired the remainder of the meeting.

B. ELECTION OF VICE CHAIRPERSON

Commissioner Bart placed in nomination the name of David A. DellaVecchia, which was seconded by Commissioner Locks. There were no other nominations for the office of Vice Chairperson. **Upon unanimous vote, David A. DellaVecchia was elected Vice Chairperson.**

C. ELECTION OF SECRETARY

Commissioner Locks placed in nomination the name of Agnes Bart, which was seconded by Commissioner Conroy. There were no other nominations for the office of Secretary. **Upon unanimous vote, Agnes Bart was elected Secretary.**

D. ELECTION OF TREASURER

Commissioner Bart placed in nomination the name of Helen M. Locks, which was seconded by Commissioner Conroy. There were no other nominations for the office of Treasurer. **Upon unanimous vote, Helen M. Locks was elected Treasurer.**

E. ELECTION OF ASSISTANT TREASURER

Commissioner Conroy noted that the election of an Assistant Treasurer would remain open until another Commissioner is appointed by the Town Manager to fill the vacancy created by the resignation of Commissioner McBride.

Upon motion duly made, the Annual Meeting was adjourned at 7:06 p.m.

**Helen B. Archangelo
Recording Secretary**

REGULAR MEETING

CALL TO ORDER:

Chairman Conroy called the regular meeting to order at 7:07 p.m. Those in attendance at the Annual Meeting remained for the regular meeting.

PUBLIC COMMUNICATION:

There were no public communications.

COMMUNICATION:

The mission statement of the Connecticut Chapter of the National Association of Housing and Redevelopment Officials was presented to the Commissioners for their information. Mrs. Archangelo pointed out that this was the housing organization in Connecticut of which the Housing Authority was a member and which provided much knowledge and benefits to our Authority and all the Connecticut Housing Authorities.

VACANCIES:

Mrs. Archangelo noted that there was one opening which was already filled for January 15th and presented the quarterly rent loss schedule which listed the units which had been turned over and rented. Discussion followed on the fact that the Housing Authority would be taking applications during the month of January and that the waiting list was substantial. The Director indicated that the average number of apartments being rented years over the last six years was between 20 and 25. Chairman Conroy and the Director concurred that should there be a chance for additional construction, the Housing Authority could easily rent another 30 or 40 apartments.

APPROVAL OF NOVEMBER 25, 2008 REGULAR MEETING MINUTES

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried to approve the minutes of the November 25, 2008 regular meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR DECEMBER, 2008

Mrs. Archangelo noted that the checks were cut, but not distributed for the overtime for the recent two snow storms, bringing the total accounts payable to the end of the month.

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

Mrs. Archangelo stated that one-half of the grant for the Resident Services Coordinator's salary was received from the State of Connecticut.

OLD BUSINESS:

1. Update on elevator project

Chairman Conroy and Commissioner Bart noted that they had received their invitations to the dedication ceremony scheduled for January 7, 2009 at 10:00 a.m. Mrs. Archangelo stated that there was a 9:00 a.m. job meeting scheduled prior to the dedication ceremony.

2. Update on Main Street roofing project

Mrs. Archangelo stated that the weather conditions had prevented work from starting on phase I of the project at Main Street. All parties were in agreement that this work should be postponed for better weather conditions. Mr. Palmieri explained the circumstances.

NEW BUSINESS:

1. Director's Report

Mrs. Archangelo reported on a situation which initiated the preparation of a new policy for the maintenance men regarding installation and removal of appliances. Chairman Conroy questioned the extent of safety instruction programs provided for the employees and Mrs. Archangelo noted that they do attend a day long program yearly, but added that there are courses provided via the internet from the risk carrier which the men would benefit from. Chairman Conroy was in favor of providing them time to view these programs.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried to approve the Installation and Removal of Appliances Policy as submitted.

Mrs. Archangelo presented the investment report showing diminished interest rates on all accounts. It was especially minimal on the Wachovia Government Advantage Interest Checking account. Discussion followed on the various rates, the returns on the dollars, and the liquidity of the accounts. Mrs. Archangelo stated that she had been quoted a variable rate of 2.60% from ING Direct on a savings account.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried to close the Wachovia Government Advantage Interest Checking account and further to open an ING Direct savings account and transfer the money into that account.

Mrs. Archangelo stated that the Annual Report had been submitted to the Town showing that there was one appointment which had not yet been filled by the end of the year.

Mrs. Archangelo presented the Tenant Selection Policy which had been submitted to the Commissioners at an earlier date for their review. Chairman Conroy suggested that more defining language be used in item 7.c. of the policy. Discussion followed on the definition of family members, caregivers, etc. Chairman Conroy suggested that this language should be reviewed and possibly be expanded upon. Mrs. Archangelo would discuss this with the attorney and the Authority's CHFA contact. The consensus was to table this to the next regularly scheduled meeting of the Commissioners.

Mr. Palmieri brought up the matter of the unwritten policy of no more than two maintenance men out on vacation on the same day. He indicated that requests were made for the day after Christmas this year. Chairman Conroy had no problem with all the maintenance men taking vacation, except that one person would have to be on call.

Discussion followed on who would be supervising the maintenance men when Mr. Palmieri took over as Executive Director in January. The Commissioners discussed advertising for a Maintenance Supervisor and stated that Mr. Palmieri would also act as an interim Supervisor until that position is filled. It was noted that the Commissioners had received a position description for the Maintenance Supervisor for their review. Discussion continued and the consensus was to start the process with the job description, posting, and advertising for the position.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to appoint Stephen Palmieri as the interim Supervisor for the Maintenance Men until such time as the Maintenance Supervisor position is filled.

Chairman Conroy noted that there would be no additional compensation for this duty.

2. Tenant Commissioner's Report

Commissioner Bart had nothing further to report.

3. Appointment of Auditor for year end December, 2008 and 2009.

Discussion followed with regard to the proposal which involved an increase of \$250 per year. Chairman Conroy did not consider the fee to be excessive.

Motion to made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to appoint Buel CPA, P.C. as the Authority's auditor for year end December 31, 2008 for \$4,000 and year end December 31, 2009 for \$4,250.

MISCELLANEOUS:

There were no additional matters to come before the meeting.

ADJOURNMENT:

There being no further business to come before the meeting, upon motion made by Commissioner Bart, the meeting was adjourned at 7:59 p.m.

Helen B. Archangelo
Recording Secretary