

**MINUTES OF REGULAR MEETING
SOUTHINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
January 27, 2009**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, January 27, 2009.

CALL TO ORDER:

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

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

Also present: Stephen L. Palmieri, Executive Director
Stefanie Farkas, Administrative Secretary;
Helen Archangelo

Everyone welcomed the new Commissioner Ryan T. Cayer and Executive Director Stephen L. Palmieri

PUBLIC COMMUNICATIONS:

There was no public communication.

COMMUNICATIONS:

There were no letters or other communication submitted.

VACANCIES: Apt. 60 Pleasant St. (Probate)

**APPROVAL OF DECEMBER 23, 2008 ANNUAL ORGANIZATIONAL AND
REGULAR MEETING MINUTES**

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried to approve the minutes of the December 23, 2008 Annual Organizational and Regular meetings.

APPROVAL OF JANUARY ACCOUNTS PAYABLE

Motion was made by Commissioner Locks, and seconded by Commissioner Bart, and unanimously carried to accept the accounts payable for the month of January 2009.

OLD BUSINESS:

1. Update on elevator project

Mr. Palmieri reported the elevator was finish except for the punch list.

2. Update on Main St. roofing project

Mr. Palmieri reported that phase I is on hold due to weather conditions.

3. Tenant Selection Policy

The Tenant Selection Policy was handed out to the Commissioners. Chairman Conroy suggested a more defining language be used in item 7.c. on the definition of family members, caregivers, etc., be expanded upon. Discussion followed on the language changes.

Motion was made by Commissioner Cayer, seconded by Commissioner Bart, and unanimously carried to approve the Tenant Selection Policy as presented.

NEW BUSINESS:

1. Review and approval of Investment Report

The investment report was reviewed.

Motion was made by Commissioner Lochs, seconded by Commissioner Bart, and unanimously carried to approve the quarterly Investment Report ending December 31, 2008.

2. Approval of Bank Account Resolutions and Signatory Authorizations on changes in Executive Director and Commissioner positions.

Bank resolutions and authorized signatories were handed out for all to sign.

Motion was made by Commissioner Cayer, and seconded by Commissioner Locks, to approve the Bank Resolutions and Authorized Signatories for all the accounts in the following banks: ING Direct; Farmington Saving Bank; Wachovia Bank; TD Bank North; Sovereign Bank New England; and the STIFF Account.

3. Approval of Quarterly Financial Statement and Administration Fund Summary

The balance sheet and operating statement for the last quarter of 2008 was reviewed. Mr. Palmieri pointed out the various overages and items that came in under budget. The budget was over by about 3% (\$19,872.49). Chairmen Conroy pointed out the purchase of the 2006 New Holland Skid Steer Loader in January 2008 for \$18,000.00 which was not included in the budget but was needed for snow removal and other landscaping projects.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried to approve the Quarterly Financial Statement and Administration Fund Summary as submitted by Fasulo & Albini.

Not on the agenda: Election of Assistant Treasurer

Motion was made by Commissioner Locks, seconded by Chairman Conroy and unanimously carried to appoint Commissioner Cayer Assistant Treasurer.

4. Executive Director's Report

1. The Director handed out the Profit & Loss Statement for the month of January 2009 for discussion. It shows a positive gain.
2. The amended Affirmative Fair Marketing Plan was handed out. Updated changes included a new manner for advertising for open enrollment for tenancy; revised tenant selection policy; Director and Commissioners name changes.
3. The Workers Compensation Experience Rating Report was discussed. The report showed our experience factor rating (for claims) is .93. The average for our type of business is 1.0. Under 1.0 rating we have earn a 7% credit on our base premium ($1.0 - .93 = 7$).
4. The Connecticut State Treasurer's Report was passed around with a couple of copies made for commissioners to review.

5. Tenant Commissioner's Report

Commissioner Bart reported she has received many good comments from the tenants at Carter Lane on snow removal. She believes it's the use of the skid steer loader, which gets the job done much faster.

MISCELLANEOUS:

There were no other items to come before the Commissioners.

EXECUTIVE SESSION:

Motion was made by Commissioner Locks, seconded by Commissioner Cayer, 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 7:50p.m. No motions were made and no action was taken and on motion made, seconded and unanimously carried, the meeting reconvened in open session at 8:01p.m.

ADJOURNMENT:

There being no further business to come before the meeting, upon motion duly made, the meeting was adjourned at 8:02p.m.

Stephen L. Palmieri
Recording Secretary