

**MINUTES OF MEETING
SOUTHINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
7:00 p.m., November 24, 2009**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, November 24, 2009.

CALL TO ORDER:

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

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

Also, present: Stephen L. Palmieri, Executive Director

PUBLIC COMMUNICATIONS: There were no remarks from the audience.

COMMUNICATIONS: DECD approval letter stating the Authority's Resident Services Coordinator Management Plan was accepted.

Farmington Savings Bank letter stating name change to
Farmington Bank

VACANCIES: Apartment 12 6 Carter Ln. (occupancy 11/15/09)
Apartment 18 6 Carter Ln, (occupancy 12/15/09)
Apartment 405 43 Academy St. (occupancy 12/01/09)

APPROVAL OF OCTOBER 27, 2009 MINUTES

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the minutes of the October 27, 2009 meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR NOVEMBER, 2009

Commissioners reviewed the accounts payable.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried, to approve the accounts payable for the month of November, 2009.

OLD BUSINESS

1. Revised 2010 Management Plan

The authority's asset manager at CHFA question figures on six accounts on the 2010 Management Plan. While researching for answers, I found errors within the budget. I decided it would be easier to resubmit the 2010 management plan with corrections. The authority's asset manager agreed. Adjustments were made to accounts; 3100 Rental Income Base, 3210 Dwelling_Vacancy Loss, 4100 Administrative, 4120 Salaries, 4131 Fiscal and Other Funds, 4160 Pension &_Other Funds, 4350 Cable Television, 4400 Maintenance Expense, 4410 Personal Services, 4430 Contractual Services, 4710 Refuse Removal. Account 4810 Provision for Repair, Maintenance and Replacements. Adjustments to the above accounts reflect actual cost. This is a concern of previous year ending audits.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to approve the revised 2010 Management Plan, as presented.

2. 2010 Meeting Schedule

A discussion on the 2010 Meeting Schedule had taken place with no motion made at the October Meeting. All meeting will be held on the fourth Tuesday of each month with the exception of the December meeting being held on Tuesday December 21, 2010.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried, to approve the meeting schedule for 2010 as presented.

3. Telecommunications Services

The Authority's telecommunications provider One Communications has presented a customer loyalty bonus offer to the Authority;

One-year contract – One-month free service
Two-year contract – Two-month free service
Three-year contract – Three-month free service

After a short discussion,

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried, to approve a one-year contract with One Communications for telecommunications services.

4. Lincoln-Lewis Terrace Fire Alarm

FSI Connecticut Fire Systems Inc., West Haven, CT. installed the elevator addition fire alarm system. I met with Bill Palko on Wednesday November 18, 2009. I requested one quote to convert the original fire alarm panel to the new fire alarm panel and one quote to include replacing the original systems smoke/heat detectors pull stations and other components. Bill stated the company installation services are booked until the beginning of January. The Authority would receive the two quotes before the December meeting.

5. Capital Budget-Five-Year Plan

This was tabled until the December meeting.

NEW BUSINESS:

1. Executive Director's Report

Apartment Inspections

As of November 12, 2009, apartment inspections are completed. One apartment is schedule for re-inspection (clutter) on December 7, 2009. I received nine requests for replacement of stoves. Two apartments repainted. One request to remove two pine trees next to an apartment. One bathroom floor and one kitchen/bath floor needing replacing.

DECD

I received a call from Geraldine Fazzalano (DECD). Jeri stated there is funding available for energy conversation projects. I inquired if window replacement is included. Lincoln-Lewis Terrace windows are Twenty-five years old. Windows are not eligible for funding. An example of what is included is an electric heat pump hot air system (similar to central air conditioner). The Authority would need to move quick if it wanted to be included. I explained the authority's apartments have three to four radiant heating units operating independently of each other. Should one become inoperable the other units would still supply heat, therefore no need for overtime to make repairs. There are other issues needing to consider. :

What is the cost to maintain/service the units?

What is the cost of after hour service calls?

What is the life cycle replacement cost analysis?

If the authority is considering the system, do we include air conditioning?

What is the actual cost saving to the tenant?

I believe the Authority needs to be prudent when offer replacement of fixtures or systems to conserve energy. The authority participated in the WRAP program 2005. The programs offer the authority energy saving bathroom light fixtures. The fixtures originally use two sixty-watt incandescent light bulbs. The authority replaced the incandescent bulbs with two thirteen-watt compact florescent light bulbs at a cost of five dollars for both bulbs and last for years (many over 5 years). The wrap program install 120 energy saving light fixtures. These light fixtures use two eighteen-watt plug in compact florescent light bulbs with the promise of lasting for years. I observe increasing job orders to replace the bulbs after the first two years. Since July 2008 through September 2009, the authority paid over \$1,200.00 for the bulbs. When you take in consideration how long the bathroom lights are on, how much money are the residents saving? These fixtures are also using ten watts more of electricity. I believe the authority needs to do its research with each energy savings program, not just jump at a proposal because it free or at a low cost or at the promise of energy efficiently.

Replacement 1993 Ford F-350 Dump Truck

This truck is 17 years old. The cab, body and under frame components (brake, gas lines, ect.) are starting to rust to a point, that a system failure is a distinct possibility. A winter storm breakdown would stress the Authority's ability with snow and ice removal operations.

Elevator Service Contract

Mr. Palmieri received a service contract proposal late this afternoon from Otis Elevator. The contract covers the two elevators at Lincoln-Lewis Terrace. After a short discussion, the commissioners would like a couple of concerns addressed. Mr. Palmieri will have a report for the next meeting.

2. Tenant Commissioner's Report

Commissioner Bart reported the sidewalk next to apartment 3 at Pulaski Terrace is lifting and cracking from tree roots. Mr. Palmieri will inform maintenance.

Commissioner Bart received complaints from residents concerning a tenant's dog barking and loud music at night. Mr. Palmieri will speak to the resident.

MISCELLANEOUS:

There was no miscellaneous business to come before the meeting.

**EXECUTIVE SESSION: Non-Union Salary Increases
Personnel Performance Recognition**

Motion was made by Commissioner Cayer, 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 7:42 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 7:58 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 Locks, seconded by Commissioner Cayer, and unanimously carried, to pay the following net amounts to the employees for their performance over the past year: Stephen Palmieri, \$3,500.00; Robert McBride, \$1,750.00; Gail Castiola, \$1,400.00; Joseph Lombardo, \$750.00; Stefanie Farkas, \$900.00; and Ned Denslow, \$200.00.

Chairman Conroy noted that the salary increases for unionized employees for 2010 are contracted at a three (3%) percent increase. The Executive Director's and the Resident Services Coordinator's salary needed to be confirmed.

Motion was made by Commissioner Locks, seconded by Commissioner Cayer and unanimously carried, to increase the annual salary for the Executive Director, Stephen L. Palmieri and Resident Services Coordinator, Gail Castiola for the year 2010 by three (3%) percent.

ADJOURNMENT:

There being no further business to come before the meeting, upon motion duly made, the meeting was adjourned at 8:05 p.m.

**Stephen L. Palmieri
Recording Secretary**