

**SOUTHINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
October 28, 2008**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, October 28, 2008.

CALL TO ORDER:

Chairman Conroy was unable to attend the meeting. In his absence the Secretary, Commissioner Agnes Bart, called the meeting to order at 7:00 p.m. (The Vice Chairperson, Commissioner Donna McBride, had recently resigned).

Commissioners present: Agnes Bart, David A. DellaVecchia, and Helen M. Locks.

Also present: Helen B. Archangelo, Executive Director, and
Stephen Palmieri, Foreman
There were no residents in attendance.

ELECTION OF VICE CHAIRPERSON:

Commissioner Bart opened nominations for the office of Vice Chairperson to fill the vacancy in that office created by the resignation of Commissioner McBride. The term would run for the remainder of the current year to December 31, 2008 or until another is election in his/her place.

Commissioner Locks placed in nomination the name of David A. DellaVecchia. There were no other nominations. **Upon unanimous vote, David A. DellaVecchia was elected Vice Chairman.**

In the absence of the Chairman, the Vice Chairman presided over the remainder of the meeting.

PUBLIC COMMUNICATIONS:

There were no public communications.

COMMUNICATIONS:

Letter from TDBanknorth: A letter was received from TDBanknorth designed to relieve any fears created by the financial instability plaguing the nation. (Exhibit A).

Letter of Resignation: A letter was received from the Executive Director (Exhibit B). It was noted that although the Commissioners were aware of her leaving in January, this was her formal letter of resignation. The Commissioners respectfully understood her reasons for retirement and graciously accepted her resignation.

VACANCIES: Mrs. Archangelo noted that there was an apartment transfer during the month from Pleasant Street to Carter Lane, and the maintenance men prepared an additional two apartments for new tenants, and were working on a third.

APPROVAL OF SEPTEMBER 23, 2008 MINUTES

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the minutes of the September 23, 2008 meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR OCTOBER, 2008

Commissioners reviewed the accounts payable.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to approve the accounts payable for October, as presented.

OLD BUSINESS:

1. Update on Elevator Project

The Director reported that the elevator was progressing well and was expected to be completed on time. She indicated that the trailer on site housed the interior of the elevator. Mrs. Archangelo noted that the next job meeting would be the following Wednesday. She stated that generally the meeting is held every other week and is attended by an employee of the engineering firm, the contractor, an architect from CHFA, the Clerk of the Works, a construction specialist from DECD, Mr. Palmieri and herself. She added that occasionally Nancy Wagner, the consultant hired by the Town, attends the meeting.

Discussion followed on the various change orders required, some by the Fire Department and Building Department. There was additional heating and lighting required. Mr. Palmieri noted that the Building Department had required that a tank and catch basin be installed in the ground for any water flow coming from the addition's roof. Mr. Palmieri stated that he was informed that they are doing this with all construction now and that they want all water run off to stay on the property where it originated. Commissioner DellaVecchia questioned whether this was a holding tank and Mr. Palmieri stated "yes, but it seeps into the ground and there is an overflow installed that will go into the nearby storm drain."

2. Update and possible action on 408 Main Street roofing project

Mrs. Archangelo confirmed the fact that all the proposals on replacing the roofs at Main Street had come in over the \$100,000 figure. The Housing Authority could either go to bid, formally advertising the project which would further delay the work; or they could reduce the project during this year to those roofs where there had been problems. She added that the Firestone representative redesigned the request form to accommodate buildings 1, 3, 4 and 5, leaving buildings 2 and 6 out of the proposal for this year.

Mrs. Archangelo indicated that the request was resubmitted to those having made proposals and the outcome was that there were two roofing companies that submitted proposals on the reduced

specifications. There had been two other companies that had come out on the day of inspection, but they declined to present a proposal.

The Commissioners reviewed the proposals of Eagle Rivet Roof Services Corp. and Hartford Restoration Services, Inc. Eagle's proposal was for \$97,500 while Hartford's was for \$88,433.28. Eagle had included an alternate for the cost of a building permit and had provided a start date and estimated completion date, while Hartford had not included an additional cost for the permit. Mrs. Archangelo noted that both companies were approved by the Firestone representative. She stated that she would relay the information to CHFA regarding the inability to obtain a third quote and the need to get this project moving as soon as possible before the winter storms.

Discussion followed on the avenue to take and the consensus of the Commissioners was to go forward with the reduced scope of work (buildings 1, 3, 4, and 5) because those were the ones that were already experiencing difficulties and for health and safety reasons they should be addressed before the winter. The suggestion was to address the roofs for the other two buildings in 2009.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to award the project for roofing of buildings 1, 3, 4, and 5 at 408 Main Street to Hartford Restoration Services, subject to confirmation of acceptable special conditions, and written provision for a speedy start date and estimated completion date, and to enter into a contract to that effect.

3. Update on 2007 Audit

Mrs. Archangelo noted that the deadline for the audit was the end of the month and the auditor was confident that he would have it completed within a day or two.

4. Action on Privacy Policy

It was noted that although the Commissioners had previously viewed the draft of the new Privacy Policy it did not appear that they had acted on the proposal.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the new Privacy Practices Policy and notice, which included the protection of employees' and tenants' identification numbers, as drafted, effective immediately.

NEW BUSINESS:

1. Review of Investment Report

The quarterly investment report was presented for review. Discussion followed on the transfers that had taken place in the past and the fact that \$10,000 was required to be retained in the tenant automatic rent account although it gained no interest.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to accept the Investment Report through September, as presented.

2. Review and approval of Quarterly Report

The quarterly financial report had been distributed to the Commissioners earlier. Mrs. Archangelo noted that there was a net gain for the quarter of \$1,496. The Commissioners reviewed the budget versus the actual expenses.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the Quarterly Report as submitted.

3. Approval of Management Plan 2009

The Director explained how the management plan was drafted and identified various figures for the new Board members, such as the base rent and excess of base for the number of months prior to and following the time of base rent increases. She explained that she and Michael Fasulo anticipated the needs for the following year taking into account staffing changes, utility increases, etc. A brief discussion followed and no suggestions were made for changes in any line items.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to approve the Management Plan for 2009 as presented.

4. Adoption of Meeting Schedule for 2009

Mrs. Archangelo presented the proposed meeting schedule for the following year, based on previous years' meeting schedules.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the meeting schedule for 2009 as presented.

5. Proposed revision to policy on insurance coverage (covering those with companion animals)

Mrs. Archangelo noted that she had contacted Christina Keune of DECD regarding the restrictions on state housing authorities prohibiting them from requiring tenants to obtain liability insurance. She stated that she had reported to Mrs. Keune that someone had complained about being nipped on her hand from a companion animal, prompting her to bring this to the Board's attention and proposing that a policy be put in place requiring those tenants with companion animals to obtain liability insurance. Mrs. Keune explained the difference between companion animals and assistive animals, though both may be accepted, by making a reasonable accommodation from the no-pet policy of the authority. She noted that companion animals could be an untrained animal of any breed, while an assistive animal's behavior is conditioned by specific training. Mrs. Archangelo presented a proposed revised insurance policy to include the requirement for liability coverage by companion animal owners.

Discussion followed on the amount of time to be given to obtain liability coverage for those tenants who currently own companion animals. Mrs. Archangelo explained that the new rent amounts

would go into effect on May 1, 2009 and that might be a good date to enforce the policy for those tenants who already have a companion animal.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the revised policy regarding insurance coverage, to include a requirement to obtain liability insurance for those with companion animals, with a grace period to May 1, 2009 for those currently housing such animals, and to become effective immediately for new tenants or future requests from current tenants for companion animals.

6. Executive Director's Report

The Director reported that the past month kept the maintenance men busy with getting apartments ready for new tenants.

Mrs. Archangelo reported that there were two flu clinics held, one at Academy Street and one at Pleasant Street. She indicated that there were only five tenants at the clinic held at Pleasant Street which was very disappointing. She pointed out that VNA also provides free blood pressure testing at Academy Street and Carter Lane monthly.

Mrs. Archangelo added that tenants and employees had purchased two books of Duck Race tickets and that they would be receiving a portion of the proceeds of those tickets at a future date. She stated that Soup Night for Bread for Life would be taking place the following evening at Derynoski School and added that Bread for Life had graciously offered to bring 20-25 containers of soup directly to Academy Street for the Lincoln Lewis residents. She noted that the tenants would be making a donation toward this fundraiser.

The Director then noted that the fundraiser at Pilgrim Furniture would be taking place again this year and that she would be making a wreath as the Housing Authority's donation. She added that the event would be taking place on November 15th and the proceeds would be going to United Way.

Mrs. Archangelo requested the annual sum of \$500 for the Christmas Luncheon held at Plantsville Congregational Church, co-sponsored by the Rotary Club of Southington. She indicated that the Housing Authority traditionally pays for the bus and donates the \$500 toward the food and entertainment. She added that a majority of the tenants attend and are given a full turkey meal with desserts, gifts, and usually three or four forms of entertainment.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried to approve the payment of \$500 for the annual Christmas Luncheon for the tenants, and to provide bussing for those tenants who will need a ride to the church.

Mrs. Archangelo reported that there were plenty of leaves to clean up and air conditioners to cover at this time of year, plus the usual daily job orders. Mrs. Archangelo and Mr. Palmieri reflected on the various requests received this week by tenants who have concerns about things some of which are not actual concerns. She added that often times a tenant just needs to have something explained for them.

7. Tenant Commissioner's Report

Commissioner Bart reported that control over the temperature in the community hall at Carter Lane was a concern. Discussion followed and Mr. Palmieri was instructed to leave the temperature at 65 degrees and put covers on the thermostats. Adjustments could be made on the temperature at various times when needed. Commissioner Bart would monitor the heat in the hall. Mr. Palmieri reported similar situations had taken place at the other community halls.

MISCELLANEOUS:

There was no miscellaneous business to come before the meeting.

Motion was made by Commissioner Locks, seconded by Commissioner Bart and unanimously carried, to adjourn to Executive Session, excluding the public and the press, to discuss potential litigation and personnel matters.

EXECUTIVE SESSION: The meeting adjourned to Executive Session at 8:02 p.m. No motions were made and no action was taken.

Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to reconvene the regular meeting in open session.

OPEN SESSION:

The meeting reconvened in open session at 8:35 p.m.

Motion was made by Commissioner Locks, seconded by Commissioner Bart, and unanimously carried to offer Stephen Palmieri the position of Executive Director, effective January 5, 2009, in accordance with the terms specified in an offer letter drafted and reviewed by the Board of Commissioners to be signed by the Chairman.

ADJOURNMENT:

Upon motion duly made, the meeting was adjourned at 8:40 p.m.

Helen B. Archangelo
Recording Secretary