

**SOUTHINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
October 27, 2009**

A regular meeting of the Southington Housing Authority was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, October 27, 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:**

A tenant question if the Authority hired Bread for Life to prepare the once a week free lunch. The Authority does not hire Bread for Life. Bread for Life supplies the meals free of charge. The tenant also gave her opinion on the quality of the food. Commissioner Bart commented Bread for Life has a new cook. After a short discussion, Mr. Palmieri will solicit comments from tenants involved with the lunch program.

**COMMUNICATIONS: NONE**

**VACANCIES: Apartment 12, 6 Carter Ln. occupancy November 15, 2009  
Apartment 10, 500 Pleasant St. transfer from Apartment 18, 6 Carter Ln.**

**APPROVAL OF SEPTEMBER 22, 2009 MINUTES**

**Motion was made by Commissioner Bart, seconded by Commissioner Locks, and unanimously carried, to approve the minutes of the September 22, 2009 meeting, as presented.**

**APPROVAL OF ACCOUNTS PAYABLE FOR OCTOBER 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 October, as presented.**

## **OLD BUSINESS:**

### **1. Digital Television Community Halls**

Mr. Palmieri Purchase Three 37" LCD HD televisions, wall mounts and antennas from Bernie's for \$1,499.91. The original total was \$1,574.91 with Bernie's discounting the purchase an additional \$75.00. The maintenance staff installed the equipment at Pulaski Terrace, DiCaprio-Forgione Terrace and Zdunczyk Terrace. Tenants' at all three complexes have expressed favorable comments. The televisions do receive several but not the entire digital channel line up that is available. We may need to install a small roof top antenna in the future.

**Motion was made by commissioner Locks, seconded by Commissioner Bart, and unanimously carried, to approve a sum not to exceed \$400.00 to install three roof top antennas on the Community Halls at Pulaski Terrace, DiCaprio-Forgione Terrace, and Zdunczyk Terrace.**

### **2. Tub / Walk in Shower Modification**

Mr. Palmieri received a quote from Accessible Baths of Connecticut to convert a bathtub to a walk-in shower by cutting the side of the bathtub:

Fiberglass \$995.00 (Lincoln-Lewis Terrace) / Steel or Cast-Iron \$1,095.00 (Pulaski Terrace; DiCaprio-Forgione Terrace; Zdunczyk Terrace).

Mr. Palmieri contracted Safeway Safety Step, LLC, in Fairfield, Ohio. The company sells an installation kit to convert a bathtub to a walk-in shower. The Company sent its welcome kit, product catalog, and installation video with written instructions. Bob McBride and I viewed the video. The step can be installed in any tub material with cutting cast iron being hardest. Bob suggested acquiring an old cast iron tub as a test. I have contacted the highway department (transfer station) and a local plumber.

### **3. Electric Generation Suppliers**

Mr. Palmieri survey local housing authorities' as to which electric generation service providers are used.

Public Power & Utility, Inc., Brookfield, CT. - Three housing authorities  
\$0.0975kWh first month- \$0.1025 kWh after rates are variable and adjusted monthly.

Direct Energy Services LLC, Houston, TX – Four housing authorities – One year fixed rate  
\$0.0989 kWh first two months then the remaining 10 months \$0.1099 kWh. After rate is variable.

Dominion Retail Inc., Pittsburgh, PA – Two housing authorities –  
\$0.1040 kWh. Fixed rate to Dec. 31, 2010.

If any electric generation supplier goes out of business the authority will be returned to CL&P and pay their rate.

**A motion was made by Commissioner Cayer, seconded by Commissioner DellaVecchia and unanimously carried, to enter into a non-binding contract with Public Power & Utility, Inc. for electric generation at the four housing complexes managed by the authority.**

#### **4. Telecommunications Suppliers**

For information reasons this report was tabled until the November meeting.

#### **5. Lincoln-Lewis Terrace Fire Alarm**

Mr. Palmieri reported meeting with Hartford Fire Protection Services, Inc., (William J. Pfeiffer) on October 15, 2009. The company recommends updating the original fire alarm system. The smoke/heat detectors are nine years old and not addressable. Smoke detectors require testing or replacement after ten years in service. The authority would also need eight non-addressable pull stations replaced. I received HFP quote on October 23, 2009. The quote replaces the building original fire alarm system and all connected components. The new addition fire panel will remain along with all its components.

I met with Maximum Security (Ralph J. Campochiaro) on October 26, 2009. The Southington Fire Department recommended contacting Maximum Security for a quote. The company services the majority of town buildings and schools. Ralph stated the panel and detectors installed with the new elevator addition is a proprietary system. Only authorized installation and service companies can add or do repairs to the system. The name of the system is Edwards Systems Technology. FSI Connecticut Fire Systems Inc., West Haven, CT. installed the system.

Ralph recommends the best cost effective way is to hire FSI to convert the original fire alarm panel to the new elevator addition fire alarm panel. Next year we will need to go with the same company to replaced smoke/heat detectors, pull stations and other components. They will be the only company to service our fire system.

I contacted FSI Fire Systems, leaving Bill Palko a message on October 26, 2009. I will request 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.

I received a quote from Maximum Security on October 26, 2009 to replace both fire alarm panels and all components.

## **NEW BUSINESS:**

### **1. Review of Investment Report**

The quarterly investment report was presented for review. Discussion followed on the transfers that had taken place during the third quarter.

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

### **2. Review and approval of Quarterly Report**

The quarterly financial report was presented for review. Mr. Palmieri noted that there was a net gain for the period of \$25,391.78. The Commissioners reviewed the budget versus the actual expenses.

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

### **3. Approval of Management Plan 2010**

Mr. Palmieri explained how the management plan was drafted with Michael Fasulo. Mr. Palmieri evaluated each line item on the Administration Fund Operating Statement. He prepared recommendations as needed 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 Cayer, seconded by Commissioner Bart, and unanimously carried, to approve the Management Plan for 2010 as presented.**

### **4. Adoption of Meeting Schedule for 2010**

Mr. Palmieri presented the proposed meeting schedule for the following year, based on previous years. All meeting will be held on the fourth Tuesday of each month. After a short discussion, the December meeting will be held on December 21, 2010.

### **5. Capital Budget – Five-Year Plan**

This was tabled until the November meeting. I will be conducting Apartment Inspections between October 29, 2009 and November 12, 2009. I will have additional information to consider on capital improvements.

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

### **Christmas Luncheon**

Mr. Palmieri requested the annual sum of \$500 for the Christmas Luncheon held at Plantsville Congregational Church, co-sponsored by the Rotary Club of Southington. He indicated that the Housing Authority traditionally pays for the bus and donates the \$500 toward the food and entertainment. The tenants receive a full turkey meal with desserts, gifts, and usually three or four forms of entertainment.

**Motion was made by Commissioner DellaVecchia, 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.**

### **Office Lock Box**

Mr. Palmieri purchased a combination lock box (\$34.99) for office keys.

### **Purchase of Rock Salt**

The winter of 2008/2009 required approximately Three Hundred 50lb. bags of rock salt. The material was purchase on as needed bases from local business at an average cost of \$10.00 a bag / \$3,000.00 total. I received quotes from Lowes Home Improvement \$6.97 a bag. Home Depot was purchase 450 bags before October 1, 2009 at \$6.12 a bag deliver. I purchased 450 bags \$2,750.90. The salt may last though two winter seasons. The material is used on sidewalks at the four complexes. When compared to the hours of labor used to sweep sidewalks it is cost effective to the authority. The tenants appreciate not tracking sand into their units.

### **Water Damage Carpeting**

On Thursday morning October 22, 2009, the office received a call from a resident stating her toilet was clogged. The maintenance foreman was on vacation. Mr. Palmieri went to the residents unit to unclog the toilet. The toilet was plunger and checked for proper operation. Later that same day at 3:00p.m., I received a call from a resident; the person stated the bedroom rug and closet area was wet. When I arrived, the first thing checked was the bedroom closet that has an access panel to service the bathtub fixtures. That area was dry. The bedroom is adjacent to the unit with the toilet problem earlier in the day. I spoke to that resident who stated about an inch of water had gone into the kitchen area. The resident picked up the water before calling the office. The bedroom carpeting was wet for over five hours and is now damp. On October 26, 2009, the resident reported the carpet dried over the weekend but with an odor. I had maintenance removed the section of carpet in the bedroom / closet area. I have taken pictures and a sample of the old carpet. When this has happen in the past, the authority has replaced the carpeting. I requested her son to obtain a quote for carpeting of the same quality.

## **Office Laptop Computer**

Mr. Palmieri received a quote from NSI Computer the Authority's computer/networking technology company for a notebook computer and dock station. Quote total is \$1,171.00. I received approval at the July board meeting to spend up to \$1,000.00 for a notebook/docking station. I would like the commissioners input. After a short discussion;

**Motion was made by Commissioner, Locks seconded by Commissioner Cayer, and unanimously carried, to purchase a notebook computer and dock station for the sum of \$1,171.00.**

## **Resident Services Coordinator (RSC) Program**

DECD awarded the Authority \$33,388.00 for the RSC position. The award covers the period July 1, 2009 though June 30, 2010. The position was cut to 30 hours a week starting July 1, 2009. At 30 hours, a week the Authority needs approximately \$3,000.00 to cover additional expenses for the position. I notify Mike Fasulo, the amount is included in the Authority's 2010 budget.

## **Department of Administrative Services (DAS)**

The Authority participates in the DAS Master Insurance Program. The Authority receives quality insurance programs, customer service and competitive rates. The Housing Authority Insurance Group issued Dividends for the calendar years 2007 and 2008. The Authority received eight checks totaling \$4,531.11

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

The tenant commissioner previous discussed tenant concerns about the Bread for Life's free lunch program during Public Communications.

## **MISCELLANEOUS:**

There was no miscellaneous business to come before the meeting.

**EXECUTIVE SESSION:** None

## **ADJOURNMENT:**

Upon motion duly made, the meeting was adjourned at 7:54 p.m.

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Stephen L. Palmieri  
Recording Secretary