

**CITY OF DERBY**  
**DERBY HOUSING AUTHORITY**  
Minutes – January 4, 2017

The meeting of the **Derby Housing Authority** was called to order at **6:28 PM** by Steven Nakano, Executive Director of the Derby Housing Authority Wednesday – **January 4, 2017**.

Steven Nakano, Executive Director welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Commissioner Linda Fusco, Commissioner Pauline Monaco and Steven Nakano, Executive Director.

Also present was Mayor Anita Dugatto.

**Executive Director, Nakano asked for the nomination of a temporary Chairperson until a full board of Commissioners is sworn in and present.**

**Motion** to nominate Commissioner, Linda Fusco as temporary Chairperson. No other nominations.

**Motion** by Pauline Monaco. **Second** by Linda Fusco. Motion Passes.

Mayor Anita Duggato addressed the Board of Commissioners and introduced Adam Pacheco as a new member appointed to the Board of Commissioners.

At this time Mayor Anita Duggato gave the oath of office to Mr. Pacheco.

Temporary Chairperson, Linda Fusco welcomed Mr. Pacheco along with Commissioner, Pauline Monaco and Executive Director, Steven Nakano.

**Approval of the Minutes of December 13, 2016.**

Recording secretary, Laura Wabno indicated that those present were unable to approve the minutes of December 13, 2016. The only person present at the meeting of December 13, 2016 was Commissioner Linda Fusco and one person could not approve the minutes. With the recent replacement of the past Chairman Joseph Romano and Commissioner Pauline Monaco not present the minutes would be placed on file as unapproved due to lack of eligible voting commissioners.

No further discussion.

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**Additions, Deletions, or Corrections:** None.

**Public Portion:**

**Linda Swinski – 15 Guardianio Terrace:** Ms. Swinski stated that she and a few other residents were disappointed that not enough residents signed up a Holiday Luncheon this year and asked if the Executive Director had gotten in touch with Ms. Marcucio with regards to catering a smaller gathering. Executive Nakno informed Ms. Swinski that Ms. Marcucio no longer has a commercial kitchen.

Ms. Swinski brought up her concerns once again regarding the gaps throughout Guardianio Terrace in the pavement and the steps which as she indicated is an accident waiting to happen.

Temporary Chairperson, Linda Fusco will follow-up with Ms. Swinski and will personally make arrangements to walk through the property with her to see first-hand exactly what the issues are.

**Frank Meany – Guardianio Terrace:** Mr. Meany stated that residents are storing items in the various hallways and stairways at Guardianio Terrace. Mr. Meany stated that he brought up this same issue at last months' meeting and the issue has not been resolved. Mr. Meany stated that visitors are continually dropping cigarette butts and empty coffee cups.

Temporary Chairperson, Linda Fusco asked if there was any signage explaining not to litter. etc.. The response was no, not to his knowledge. Again, Commissioner Linda Fusco will make the same appointment as with Ms. Swinski to review the problem and make arrangements to do a walk through with him as well.

**Mayor Anita Duggato – Mayor of the City of Derby:** Mayor Dugatto took this opportunity to thank former Chairperson, Joseph Romano for his many years of dedication and service to the Derby Housing Authority.

These same sediments were echoed by Commissioners, Fusco and Monaco.

**Old Business:** None.

**Director's Report:**

The Director's Report for **December, 2016** was presented by Steven Nakano, the Executive Director.

**Director's Report:**

**December, 2016**

Stygar Terrace:

No Vacancies.

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Cicia Manor:

No Vacancies.

Lakeview Apartments:

Unit #10 ready for occupancy as of January 1, 2017.  
\*\*Unit now occupied.

**Miscellaneous:**

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

**Section 8 Program:**

Landlord checks for the month of January, 2017 were processed and mailed out.

Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 100%

- **Motion to approve the Director's Report for January, 2017 as presented.**

**Motion** by Pauline Monaco . **Second** by Adam Pacheco. **All in Favor.** Motion Passes.

**\*\*All reports will be placed on file with the filing of the minutes of the *Special Meeting* of the Derby Housing Authority of January 4, 2017 at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.**

**Adjournment:**

- **Motion to adjourn the meeting at 6:40 PM.**

**Motion** by Linda Fusco. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

**\*These minutes are subject to the approval of the Derby Housing Authority at their next scheduled meeting.**

**CITY OF DERBY**  
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Minutes – February 1, 2017

The meeting of the **Derby Housing Authority** was called to order at **6:30 PM** by Linda Fusco, Acting Chairwoman of the Derby Housing Authority Wednesday – **February 1, 2017**.

Acting Chairwoman, Linda Fusco welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Acting Chairwoman Linda Fusco, Commissioner Pauline Monaco, Commissioner Stan Muzyk, Commissioner Adam Pacheo and Steven Nakano, Executive Director.

Also present was newly appointed Commissioner Kathi Ducharme. Ms. Ducharme was sworn in as a DHA Commissioner earlier in the day by Mayor Anita Dugatto.

**Approval of the Minutes of January 4, 2017.**

- **Motion to approve the minutes as presented for January 4, 2017.**

**Motion** by Adam Pacheo. **Second** by Pauline Monaco. Kathi Ducharme, abstain. **All in Favor.** Motion Passes.

**Additions, Deletions, or Corrections:**

- **Motion to add the following items to the agenda.**

- 8a.** Permanent nomination of a new Chairperson.
- 8b.** Discussion of a bill from WPCA.
- 8c.** Dissolution of the Barron Block Sub-committee.

**Motion** by Linda Fusco. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

**Public Portion:**

Mike Cotella – 232 Hawthorne Ave. Derby. Mr. Cotella came here tonight to introduce himself to the Board of Commissioners. He stated that he recently bought a house in Derby and was looking to get involved in the City of Derby and was going to meetings of the various boards and commissioners to get a better understanding of Derby.

Commission members welcomed him to Derby and wished him the best of luck.

Public portion closed.

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**Old Business: None.**

Acting Chairperson, Linda Fusco stated that she followed up Ms. Swinski and Mr. Meaney's concerns regarding Guardiano Terrace. With reference to the gaps in walkways and the parking lot Mrs. Fusco made note and took pictures to share with commissioners tonight. She advised the Executive Director to contact McManus Construction and to have the issued resolved even if temporary until the hot patch company opens up in the spring by using a cold patch available at Home Depot.

Also, she walked the stairwells and saw the items left by residents. It was discussed and determined by the commissioners that signs be placed throughout the stairwells and in the community room telling the residents that all items will be removed in two weeks from February 1, 2017 and if it is something they want they must remove it or the maintenance crew from the Derby Housing Authority will remove it.

- **Motion to have signs placed at Guardiano Terrace for the removal of discarded items left in the stairwells and walkways.**

**Motion** by Linda Fusco. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

**New Business:**

**8a.** Permanent nomination of a new Chairperson.

- **Motion to nominate a permanent Chairperson.**

**Discussion on the motion:** It was reported that Mayor Dugatto has requested a waiver from HUD to allow Mr. Pacheo to serve as a Commissioner on the Board of Directors of the Derby Housing Authority. Said waiver had not been received prior to tonight's meeting.

Mr. Pacheo addressed the commissioners stating that he wished to remain on the board of commissioners. He further stated that he made a full disclosure to the Mayor that he was a HUD landlord and was told by the Mayor and the Corporation Counsel Tom Welch that this was not an issue. Mr. Pacheo is looking forward to moving forward and will comply with the HUD decision.

A recommendation to delay the nominations until Commissioner Adam Pacheo has received his waiver to serve as a Commissioner of the Board of Directors of the Derby Housing Authority.

- **Motion to delay the appointment of a new Chairperson.**

**Motion** by Linda Fusco. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

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**8b.** Discussion of a bill from WPCA.

Executive Director Nakano provided a copy of a bill from WPCA in the amount of \$17,378.74 for the Barron Block property. Mr. Nakano stated that this bill is from the transition from the previous owner to when the DHA gained possession. This bill was brought up at one other time and the DHA considered the matter closed.

Ms. Fusco offered to look into the matter with the Mayor and the WPCA and will report back to the board.

No action required.

**8c.** Dissolution of the Barron Block Sub-committee.

Acting Chairwoman stated the Barron Block has been an issue for many years. In the beginning there was mention from the City of Derby that the potential parking could be resolved through the future empty lots due to two homes being torn down. However, once the lots became available the city wanted the Housing Authority to purchase the lots. Executive Director Nakano further stated that another option was to remove two of the units at Cicia Manor and relocated those residents into the Barron Block. This proposal was also stopped.

The third proposal recently came from Dr. Matt Conway the superintendent of the Derby School system with a project called "*Champion 14 and Beyond*". The proposal still had to be worked on and brought back once Dr. Conway was able to get everything in order. To date the housing authority has not heard back from Dr. Conway.

Discussion continued amongst the commission members with a general consensus to look into moving forward and contacting Dr. Conway if his proposal is still doable or if the next best option would be to place the building up for sale.

The commissioners asked the Executive Director to contact Dr. Conway and to ask where the project "*Champion 14 and Beyond*" currently stands.

- **Motion to dissolve the current Barron Block sub-Committee.**

**Motion** by Linda Fusco. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

**Director's Report:**

The Director's Report for **January, 2017** was presented by Steven Nakano, the Executive Director.

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<b>Director's Report:</b>	<b>January, 2017</b>
Stygar Terrace:	No Vacancies.
Cicia Manor:	No Vacancies.
Lakeview Apartments:	Unit #8 ready for occupancy as of March 1, 2017. Unit #10 leased as of January 1, 2017

**Miscellaneous:**

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

**Section 8 Program:**

Landlord checks for the month of February, 2017 were processed and mailed out.

Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 100%

- **Motion to approve the Director's Report for February, 2017 as presented.**

**Motion** by Pauline Monaco. **Second** by Adam Pacheco. **All in Favor.** Motion Passes.

\*\*All reports will be placed on file with the filing of the minutes of the Derby Housing Authority of  
*February 1, 2017* at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.

**Adjournment made by Acting Chairperson, Linda Fusco at 7:38 PM.**

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

\*These minutes are subject to the approval of the Derby Housing Authority at their next scheduled meeting.

**CITY OF DERBY**  
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Minutes – March 2, 2017

**Special Meeting** of the **Derby Housing Authority** was called to order at **7:30 PM** by Linda Fusco, Acting Chairwoman of the Derby Housing Authority Wednesday – **March 2, 2017.**

Acting Chairwoman, Linda Fusco welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Acting Chairwoman Linda Fusco, Commissioner Pauline Monaco, Commissioner Stan Muzyk, Commissioner Adam Pacheo, Commissioner Kathi Ducharme and Steven Nakano, Executive Director.

**Approval of the Minutes of February 1, 2017.**

- **Motion to approve the minutes as presented for February 1, 2017.**

**Motion** by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**Additions, Deletions, or Corrections:**

Special meetings do not allow for additions to the agenda as presented.

**Public Portion:**

**Leona Harvie – 27 Stygar Terrace, Derby.** Mrs. Harvie questioned sections of the leasing agreement with the tenants and the Derby Housing Authority with regards to dogs and cats. She made point of the neighbor behind her to her knowledge has a dog and it is not a service dog or and permitted companion animal as allowed under the ADA laws. The dog in question continually barks especially in the early morning when she is trying to sleep (2:30 – 4:00 AM).

Her other question was with regards to adding additional washers and dryers to the laundry area at Stygar Terrace, perhaps the stackable washer/dryer combinations. Executive Director, Nakano stated that he would check with the company which the DHA has the contract for the washers/dryers to see if this is possible.

The last issue she presented was the parking issue. She stated that she does have a car which she shares with her daughter and on occasion will bring it back to her apartment at Stygar Terrace. It was made know that she does have a parking permit sticker issued by the DHA however, when she does have the opportunity to drive the car the issue is she has no place to park. The topic of assigned parking spaces has been brought up in the past as echoed by long time commissioners.



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Executive Director, Nakano stated that this has been brought up previously and the residents did not want this to happen. He made note that for a long time the residents at Guardiano Terrace wanted assigned parking and for the most part this did not make most of the residents happy. If the residents are assigned parking spaces at Stygar Terrace the outcome may be that the residents' may not have the parking space that they currently for the most part occupy.

Commissioner Pacheo agrees with numbering the parking spaces and to further contact a local towing company to have those illegally parked towed at the owners' expense. Commissioner Ducharme agreed but, added that a 30 day notice should be sent to each resident.

**Loretta Sexton – 29 Stygar Terrace, Derby.** Mrs. Sexton concern was with after-hours visitors and the noise. It has gotten worse as time goes on even with her confronting the resident in question between the hours of 10:30 – 1:30 AM. The Commissioners told Mrs. Sexton to call the police especially if the incidents are happening when the office is closed.

**Pauline Monaco – Guardiano Terrace, Derby.** Mrs. Monaco commented on the parking problem at Stygar Terrace and told the members present that there was a similar problem at Guardiano Terrace and for the most part the numbering has helped but there still are issues.

**Rosanna Velez – 144 Stygar Terrace, Derby.** Mrs. Velez had some of the same concerns with regards to the lease that all residents must sign yearly. There are several residents that are not abiding by the rules of the lease and asked the commissioners to take a better look at those residents not following the rules. Her ending comment was that if she and others must follow the regulations/rules of their lease then all residents should be held up to the same. Two issues brought up were hoarding and overnight guests that stay for extended periods of times and not notifying the DHA as required.

The commissioners reported that an outside company will be doing all of the inspections for all 106 units and this will lead to a more detailed report with a better follow-up. They also informed all of the residents that if there is any disturbance at any of the complexes they should call the Derby Police Department immediately.

Mrs. Velez mentioned that she would like to see the Executive Director at the complexes more. Mr. Nakano mentioned that he can meet with anyone at his office at any time if there are any issues that need to be discussed or just to stop by.

Conversations continued amongst the DHA Commissioners with regards to lease violations and the action to be taken by the DHA and the Commissioners to help all residents to be treated equally and fairly. No action at this time.

**Linda Swinski – 15 Guardiano Terrace, Derby.** Ms. Swinski questioned the loud noise from other residents' apartments from either their televisions or radio. The commissioners stated that

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in residential areas there is a 10:00 PM noise ordinance. Again they reiterated that the residents must call the Derby Police Department to have the complaint on record.

**Frank Meaney – 12 Gardiano Terrace, Derby.** Mr. Meaney voiced his concern with regards to the laundry room always being over used and if there was a possibility to have stackable washer/dryer combinations installed. As with the previous question regarding this same issue Executive Director, Nakano will check with the company that services the washers/dryers and the feasibility of changing to stackables.

Public portion closed.

**Old Business:**

- a. Parking lot/sidewalk issues at the three housing complexes.

Executive Director, Nakano reported to the commissioners that he had walked the three complexes with Ed McManus from McManus & Sons Construction since the last meeting. Mr. McManus marked the areas in question and has agreed to place a temporary patch on the designated areas and once the asphalt plants open a permanent fill will be done. Commissioner Pacheo asked if the job will cost additional funds or is it still part of the previous contract. Executive Director, Nakano stated that the work is still under contract and there should be no additional cost.

- b. Website update for DHA.

Executive Director, Nakano reported that he has been in contact with the IT Company that currently maintains the DHA computer system and they stated that can do the web page also.

Commissioner Pacheo asked if there would be a cost involved. Executive Director, Nakano stated there would be start-up costs and he would check to see if there monthly or yearly maintenance costs.

No action at this time.

**New Business:** None

**Director's Report:**

The Director's Report for **February, 2017** was presented by Steven Nakano, the Executive Director.

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**Director's Report:** February, 2017

Stygar Terrace: No Vacancies.

Cicia Manor: No Vacancies.

Lakeview Apartments: Unit #3 ready for occupancy as of March 1, 2017.

**Miscellaneous:**

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

**Section 8 Program:**

Landlord checks for the month of March, 2017 were processed and mailed out.

Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 100%

- **Motion to approve the Director's Report for March, 2017 as presented.**

**Motion** by Pauline Monaco. **Second** by Adam Pacheco. **All in Favor.** Motion Passes.

\*\*All reports will be placed on file with the filing of the minutes of the Derby Housing Authority of  
March 2, 2017 at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.

**Adjournment.**

- **Motion to adjourn at 8:18 PM.**

**Motion** by Stan Muzyk. **Second** by Adam Pacheco. **All in Favor.** Motion passes.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

\*These minutes are subject to the approval of the Derby Housing Authority at their next scheduled meeting.

**CITY OF DERBY**  
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Minutes – April 5, 2017

Meeting of the **Derby Housing Authority** was called to order at **6:30 PM** by Linda Fusco, Acting Chairwoman of the Derby Housing Authority Wednesday – **April 5, 2017**.

Acting Chairwoman, Linda Fusco welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Acting Chairwoman Linda Fusco, Commissioner Pauline Monaco, Commissioner Stan Muzyk, Commissioner Adam Pacheo, Commissioner Kathi Ducharme and Steven Nakano, Executive Director.

**Approval of the Minutes of March 2, 2017.**

- **Motion to approve the minutes as presented for March 2, 2017.**

**Motion** by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**Additions, Deletions, or Corrections:**

- **Motion to add the following additions to Old Business:**

**7 a. WPCA back sewage usage fees/fines for the Barron Block Building.**

**Motion** by Linda Fusco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes

**7 b. Barron Building Update.**

**Motion** by Adam Pacheo. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

**7 c. Web-site Update.**

**Motion** by Kathy Ducharme. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

**7 d. Additional washing machines & dryers at the site Community Rooms.**

**Motion** by Kathy Ducharme. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

**7 e. Update on numbering of Resident Parking spaces at Stygar Terrace.**

**Motion** by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

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- **Motion to add the following addition to New Business:**

**8 c.** Derby National Honor Society *Easter BINGO* for DHA Residents on April 26, 2017 at Cicia Manor Community Room from 2:00 to 4:00 PM.

**Motion** by Stan Muzyk. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

**Public Portion:**

**Linda Swinski – 15 Guardiano Terrace, Derby.** Ms. Swinski stated that after the recent snow storms some of the curbing was moved and is now laying in the court yard. Her second concern was for the nut shells she is finding throughout the area. After conversations amongst the commissioners it was suggested that this may be caused by the squirrels who have hid the nuts prior to the winter season.

Public portion closed.

**Old Business:**

- 7 a. WPCA back sewage usage fees/fines for the Barron Block Building.**

Acting Chairwoman, Linda Fusco reported back to the commissioners that she has researched with City Hall and the fee/fines have to be paid for a total of \$17,378.74. Executive Director, Steve Nakano reported that the payment will be made with the May payment of bills.

Discussion continued amongst the Commissioners as to whether or not a Title Search was done on the property and if so why was this WPCA Lien duly noted prior to the closing. Executive Director, Nakano stated that the Attorney took care of all of the steps involved with the acquisition of the Barron Block Building. Commissioner Pacheo asked who is the attorney for the DHA. Executive Director, Nakano responded Attorney Stamos. Asked if there was an option to research for a new attorney. Executive Director, Nakano stated that a RFQ would need to be run.

The commissioners all agreed that this is an option and instructed the Executive Director to request that Attorney Stamos be present at the next DHA board meeting for May 2017. At a later time the commissioners will pursue their options in changing the attorney for the DHA.

- **Motion to pay the amount indicated for WPCA sewage usage fees for the Barron Block building with the May payment of bills.**

**Motion** by Linda Fusco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

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**7 b. Barron Building Update.**

Executive Director, Steve Nakano reported that the building can be sold if there was a perspective buyer. Commissioner Pacheo asked if there has been any interest. Executive Director, Nakano reported that in the past there has been two buyers one there was no final contact from and the second interest was from Dr. Conway, Superintendent of the Derby School System. After Dr. Conway's initial interest there was no further contact.

No action required at this time.

**7 c. Web-site Update.**

Executive Director, Nakano reported that he has been in contact with the IT Company that the start-up costs will run approximately \$800.00. The costs to oversee the site will be minimal and will part of the yearly costs the DHA has with the IT company.

No action required.

**7 d. Additional washing machines & dryers at the Community Rooms.**

Commissioner Kathi Ducharme asked if there were any updates with regards to last months' concerns from the residents.

Executive Director, Nakano stated that space is limited so that may be an issue but, he is asking the company that oversees the washing machine, MAC·GRAY. Conversations amongst the commissioners and residents present with regards to a possible increase and that there may be different prices at each site. The Director stated that he would look into this and get back to the commissioners for the next meeting.

No action required.

**7 e. Update on numbering of Resident Parking spaces at Stygar Terrace.**

Executive Director, Nakano reported that several of the residents at Stygar Terrace have approached him and stated that they are against the numbering of parking spaces. To that the residents have suggested that the parking clearly state "**Resident Parking Only**" and the parking spaces to the entrance of Stygar Terrace on the right would be clearly labeled "**Visitor Parking**".

No action required.

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**New Business:**

**8 a. Election of Board Chairman, Vice Chairman, Secretary and Treasurer of the Derby Housing Authority.**

- **Motion to nominate Linda Fusco as Chairwoman to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

**Motion** by Kathi Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion passes

- **Motion to nominate Stan Muzyk as Vice Chairman to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

**Motion** by Pauline Monaco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

- **Motion to nominate Kathi Ducharme as Secretary to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

**Motion** by Linda Fusco. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

- **Motion to nominate Pauline Monaco as Treasurer to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

**Motion** by Stan Muzyk. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

**8 b. Resolution for SEMP Section Eight Management Assessment Program, FY 2017.**

The following Resolution was read into the record by Chairwoman, Linda Fusco:

**RESOLUTION 2017-04**

**WHEREAS**, the Housing Authority of the City of Derby operates a Section Eight/Housing Choice Voucher (HCV) program which is required to annually submit a SEMAP (Section Eight Management Assessment Program) certification;

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**WHEREAS**, the Section Eight Management Assessment Program monitors the accuracy and consistency of the Section Eight (HVC) program for review by the U.S. Department of Housing and Urban Development;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with applicable HUD regulations, authorize the Housing Authority of the City of Derby to approve the certification of the Section Eight Management Assessment Program (SEMAP) for fiscal year ending March 31, 2017 which has not been rescinded or modified in any way.

**Date: 4/5/17**

Linda Fusco  
Linda Fusco, Board Chairwoman

- **Motion to approve Resolution 2017-04 as presented.**

**Motion** by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

- 8 c. Derby National Honor Society *Easter BINGO* for DHA Residents on *April 26, 2017* at *Cicia Manor Community Room* from *2:00 to 4:00 PM.*

Recording Secretary, Laura Wabno presented to the commissioners a request from Nicole Rizzo from the Derby High School National Honor Society that would like to sponsor an *Easter BINGO* for the residents from the three complexes on Thursday April 26, 2017 at the Cicia Manor Community Room on their regular BINGO day. Ms. Rizzo and some other students will run the entire BINGO and will be supplying the snacks and prizes for the residents.

- **Motion to allow the *Easter BINGO* at Cicia Manor on April 26, 2017 sponsored by the Derby High School National Honor Society.**

**Motion** by Stan Muzyk. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

**Director's Report:**

The Director's Report for **March, 2017** was presented by Steven Nakano, the Executive Director.

**Director's Report:**

**March, 2017**

**Stygar Terrace:**

No Vacancies.



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**Cicia Manor:** Unit #46 ready for occupancy May 1, 2017.  
Unit #64 ready for occupancy June 1, 2017.  
Unit #66 ready for occupancy June 1, 2017.

**Lakeview Apartments:** Unit #3 ready for occupancy April 1, 2017.  
Unit #27 ready for occupancy May 1, 2017

**Miscellaneous:**

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

**Section 8 Program:**

Landlord checks for the month of April, 2017 were processed and mailed out.

Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 99%

- **Motion to approve the Director’s Report for April, 2017 as presented.**

**Questions regarding the financial report as presented:** Commissioner Pacheo questioned why there were several checks printed more than once to the same vendor. Executive Director, Nakano stated that the printer had jammed and in order to proceed with the payments the first checks are canceled and new ones are printed to replace them. Commissioner Pacheo asked regarding the expense for replace of carpets in Unit #8 at Guardian Terrace and Unit #6 at Cicia Manor and why the tenants are not responsible and why is it is not taken from their security deposit. Executive Director, Nakano stated the residents at the three sites do not pay a security deposit and under the guidelines set by the state and federal government are not required to do so.

Commissioner Pacheo’s next question was with regards to a check made to the City of Derby Finance Department. Again Executive Director, Nakano explained that the DHA has health insurance through the City of Derby due to a cost savings of combining with the City of Derby. The Aflac payment is deducted from each employees pay and one check is paid for the bill from Aflac directly, it is a no cost to the DHA it is a wash.

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Executive Director, Steve Nakano explained that the Derby Housing Authority receives no funding from the City of Derby and are a totally different entity from City of Derby. The health insurance is paid through the City of Derby at absolutely no cost to the city, the money comes from the DHA budget.

Commissioner Kathi Ducharme made mention that having served on the Board of Apportionment & Taxation for the City of Derby and the Board of Education she is familiar with a more detailed monthly financial report. Showing the opening budget, the monthly expenses every month and the balance at the time said report is presented at each board meeting.

**Motion** by Adam Pacheo. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**\*\*All reports will be placed on file with the filing of the minutes of the Derby Housing Authority of April 5, 2017 at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.**

**Adjournment.**

- **Motion to adjourn at 7:25 PM.**

**Motion** by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion passes.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

\*These minutes are subject to the approval of the Derby Housing Authority at their next scheduled meeting.

**CITY OF DERBY**  
**DERBY HOUSING AUTHORITY**  
Minutes – May 3, 2017

Meeting of the **Derby Housing Authority** was called to order at **6:35 PM** by Linda Fusco, Chairwoman of the Derby Housing Authority Wednesday – **May 3, 2017**.

Chairwoman, Linda Fusco welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Chairwoman Linda Fusco, Commissioner Pauline Monaco, Commissioner Kathi Ducharme and Steven Nakano, Executive Director.

Commissioner, Stan Muzyk excused absence. Commissioner, Adam Pacheco absent.

- **Motion to add, #7 d. Barron Block sewer bills. Discussion of WPCA prior to Approval on the Minutes of April 5, 2017 with Atty. Greg Stamos.**

**Motion** by Kathi Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**7 d.** Atty. Greg Stamos thanked the Commissioners for this opportunity to address the commission and answer any questions that they may have regarding the City of Derby WPCA past due bill for the Barron Block Building acquired by the Derby Housing Authority in August of 2013.

Atty. Greg Stamos stated that when the closing took place through a foreclosure all of the details were written out in the filing documents filed on August 1, 2013. The City of Derby mailed out the yearly WPCA bills for the year which were due between July 1, 2013 and August 1, 2013. Anything not paid as of August 1, 2013 was considered late at which time interest and late fees are incurred.

Atty. Greg Stamos was questioned why there was not full disclosure that the fees were due and that at the actual day the document was filed the WPCA bill was delinquent. It was pointed out in the final statement from Atty. Stamos that there were portions of previous WPCA bills on the Barron Block that was paid as a percentage by DHA and the remaining by the seller during the time leading up to the final closing.

Laura Wabno, recording secretary for the DHA and the former Town Clerk for the City of Derby questioned if a proper title search was done prior to the closing which is standard procedure and if so why was it not disclosed. She stated that title searchers (which are bonded/insured) usually go to the Tax Collector and the WPCA office for all updated information and then into the vault in the Town Clerk's office to do the land records search. At which point a full report is given to the seller/buyer, the WPCA pending bill should have been duly noted in the Title Searchers report.

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Ms. Wabno again asked Atty. Stamos why the portion due by the seller and a portion due by the Derby Housing Authority was not disclosed that there was a bill due when the actual signing of the **Foreclosure Bill of Sale** was **July 23, 2013** prior to filing in the City of Derby Town Clerk's Office dated **August 1, 2013**. The 2012 bill was **due** between **July 1, 2013 and August 1, 2013** (it was indicated that the billing is for the previous year 2012 and is determined by water usage from the Regional Water Company). Atty. Stamos had no explanation why this was not disclosed.

He did state that the DHA could appeal the outstanding balance (\$17,378.74) to the WPCA at their monthly meeting, which will be held Wednesday – May 17, 2017 @ 6:30 PM in the City of Derby Aldermanic Chambers. There is no guarantee and he would have to reclude himself being that he does have occasion to represent the City of Derby WPCA in different legal situations.

Commissioners continued to talk with Atty. Stamos and decided to have Executive Director, Steve Nakano contact the current chairman of the WPCA, Jack Walsh and one or two of the commissioners prior to the meeting to discuss the options.

The commissioners thanked Atty. Stamos for attending the meeting regarding this issue.

**Approval of the Minutes of April 5, 2017.**

- **Motion to approve the minutes as presented for April 5, 2017.**

**Motion** by Kathi Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**Additions, Deletions, or Corrections:**

- **Motion to add the following additions to Old Business:**

**7 e. Parking stickers for the residents at the three complexes.**

**Motion** by Kathi Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

- **Motion to change Item #10 to Executive Session: Status of Barron Block Building and Interest, then moving Adjournment to Item #11.**

**Motion** by Pauline Monaco. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

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**Public Portion:**

**Rosa Valez – 14 Stygar Terrace, Derby.** Ms. Valez expressed her concern regarding security at Stygar Terrace. She stated that she was aware that the funding for the security cameras is not available at this time but, was here tonight to ask for a solution to the problems being placed on the residents of Stygar Terrace's way of life.

She herself has been a victim of someone knocking on her side door and at times pulling on the handle.

Executive Director, Nakano stated that an estimate between \$80,000 and \$90,000 just for Stygar Terrace and approximately \$120,000 for Cicia Manor to have a camera security system in place. Commissioner Ducharme asked if there was any possibility in obtaining any grant money. The Executive Director, Nakano said that he would do some research possibly through Homeland Security and price it out through other sources and report back to the board.

Commissioner, Pauline Monaco asked if other residents were having any similar problems. Ms. Valez stated that other residents have told her of someone knocking on either the side door or the building itself outside of their apartments.

Commissioner, Kathi Ducharme asked the other commissioners just what can be done to make this stop. Commissioner, Kathi Ducharme asked the Executive Director if he could look into a private security company that could patrol all three sites alternating so as not to make it predictable to anyone watching the complexes. Executive Director, Nakano stated that he would look into it and get some quotes and options.

**Loretta Sexton – 29 Stygar Terrace, Derby.** Told the commissioners that she also has been a victim of someone possibly looking into her windows. She has found footprints under her windows that a person would have to be right up next to the window to leave. She has taken to also leaving her outside lights on all night.

**Sue Pease – 3 Stygar Terrace, Derby.** Ms. Pease asked if peep holes could be placed on the entry doors for extra security. She stated that the doors are solid and residents have to open the door to see who is knocking. She personally had one placed in her door and has a stronger feeling of security.

**Linda Swinski – 15 Guardiano Terrace, Derby.** Ms. Swinski asked about painting her apartment. Executive Director, Nakano stated that CHFA/HUD have changed the budget and a lot of what is being asked falls under Capital Improvements. Ms. Swinski then asked what if a resident has someone else paint the apartment and she buys the paint. There was a conversation that this issue was discussed awhile back and it was stated that there was an issue with hiring a

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**DERBY HOUSING AUTHORITY**  
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licensed contractor and making certain that the painter in question has insurance. Executive Director, Nakano stated that he will look back to see how the issue was addressed in the past.

Ms. Swinski than brought up the fact that there still are holes and splits in the driveway and walkways and asked what/when was going to be done. She states that every month she is here asking the same question. The other issue are residents blocking the walkway to the dumpsters.

The commissioners all echoed in and stated that all of the issues presented tonight will be looked into and they will hopefully be able to report back at the next meeting.

Public portion closed.

**Old Business:**

**7 a. Repairs to the parking lots at Lakeview Apartments and Stygar Terrace.**

Discussion amongst the commissioners centered on just what can be done now. It was determined that COLD PATCH would be used at a temporary patch until the issue can be addressed in the correct manner.

- **Motion to have COLD PATCH placed in all of the areas in question at Lakeview Apartments and Stygar Terrace.**

**Motion** by Pauline Monaco. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

**7 b. Resident complaint form.**

The commissioners were presented with a draft of a *Resident Report/Complaint Form* to be placed at each complex for the residents to use.

Commissioner, Ducharme stated that she liked the form and suggested that there be more lines for the residents to write on.

- **Motion to approve the use of the *Resident Report/Complaint Form* with the additional lines as requested.**

**Motion** by Kathy Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

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**7 c. Update on the Derby Housing Authority web page.**

Executive Director, Nakano presented a mock-up of the proposed web page explaining that the City of Derby web page will have a connection to the Derby Housing Authority page.

No action required.

**7 e. Discussion of Parking Stickers for all residents.**

Executive Director, Nakano stated that all residents are issued a Parking Permit Sticker when they sign their initial lease with the Housing Authority and are instructed to place the sticker on the front window of their car(s) visible for anyone to see.

No action required.

- **New Business: None**

**Director's Report:**

The Director's Report for **April, 2017** was presented by Steven Nakano, the Executive Director.

**Director's Report:**

**April, 2017**

**Stygar Terrace:**

No Vacancies.

**Cicia Manor:**

Unit #64 ready for occupancy June 1, 2017.  
Unit #66 ready for occupancy May 1, 2017.

**Lakeview Apartments:**

No Vacancies.

**Miscellaneous:**

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

**Section 8 Program:**

Landlord checks for the month of May, 2017 were processed and mailed out.

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Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 100%

**Update on interest for Barron Block. Moved to Executive Session.**

- **Motion to approve the Director's Report for April, 2017 as presented.**

**Motion** by Pauline Monaco. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

**Executive Session:**

- **Motion to go into Executive Session at 7:40 PM, discussion of the Barron Block Building property.**

**Motion** by Chairperson, Linda Fusco. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

- **Motion to come out of Executive Session at 7:55 PM and to Adjournment at 7:55 PM.**

**Motion** by Chairperson, Linda Fusco. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

\*\*All reports will be placed on file with the filing of the minutes of the Derby Housing Authority of May 3, 2017 at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

\*These minutes are subject to the approval of the Derby Housing Authority at their next scheduled meeting.



**CITY OF DERBY**  
**DERBY HOUSING AUTHORITY**

Minutes – May 24, 2017  
(Special Meeting)

*Special Meeting* of the **Derby Housing Authority** was called to order at **6:31 PM** by Linda Fusco, Chairwoman of the Derby Housing Authority Wednesday – **May 24, 2017**.

Chairwoman, Linda Fusco welcomed all present.

**Pledge of Allegiance.**

**Roll Call:** Chairwoman Linda Fusco, Commissioner Kathi Ducharme, Commissioner Stan Muzyk and Steven Nakano, Executive Director.

Commissioner, Pauline Monaco excused absence. Commissioner, Adam Pacheo absent.

**No additions, deletions or corrections – Due to Special Meeting Guidelines.**

**Public Portion:**

No one from the public to speak.

**Executive Session: CHFA/DOH Documentation – Barron Block, proposed use options.**

- **Motion to go into Executive Session for discussion of: CHFA/DOH Documentation – Barron Block, proposed use options at 6:40 PM. Inviting Peter B. Hance from Affordable Housing Collaborative, LLC.**

**Motion** by Stan Muzyk. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

- **Motion to come out of Executive Session at 8:29 PM.**

**Motion** by Stan Muzyk. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

No action required at this time.

- **Motion to adjourn at 8:30 PM.**

**Motion** by Stan Muzyk. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**

**CITY OF DERBY**  
**DERBY HOUSING AUTHORITY**

Minutes – May 24, 2017  
(Special Meeting)

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**Roll Call:** Chairwoman Linda Fusco, Commissioner Kathi Ducharme, Commissioner Stan Muzyk and Steven Nakano, Executive Director.

Commissioner, Pauline Monaco excused absence. Commissioner, Adam Pacheo absent.

**No additions, deletions or corrections – Due to Special Meeting Guidelines.**

**Public Portion:**

No one from the public to speak.

**Executive Session: CHFA/DOH Documentation – Barron Block, proposed use options.**

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No action required at this time.

- **Motion to adjourn at 8:30 PM.**

**Motion** by Stan Muzyk. **Second** by Kathi Ducharme. **All in Favor.** Motion Passes.

**Respectfully submitted,**

*Laura A. Wabno*  
**Recording Secretary**