

**DERBY HOUSING AUTHORITY
SPECIAL MEETING MINUTES
JOAN WILLIAMSON ALDERMANIC CHAMBERS
SEPTEMBER 25, 2017**

The meeting was called to order by Ms. Fusco at 6:30 PM, followed by the Pledge of Allegiance.

Roll Call

Present: Linda Fusco, Kathleen Ducharme, Robert Lisi, Commissioners and Michael Mazzola, Resident Commissioner.

Excused: Adam Pacheco, Commissioner

Ms. Fusco explained to the group that because this is a special meeting, there will no additions, deletions or corrections to the agenda. There also will be no public portion. The regular meeting will be held next Thursday, and at time the public will be invited to speak.

Old Business

In regards to the proposed job specs, we were hoping to have feedback from Ellen and Edie, but Ellen has been busy and Edie is using time off that she has coming to her, prior to her retirement, so with this in mind, we may have to pass on the discussion of the job specs. Mr. Lisi asked if there was a time line that we had in order to go through the specs and fill the position. Ms. Fusco said the position they want to fill will be filled on a temporary basis, so we have time to publish the opening for a permanent employee, rather than a temporary employee. We do have some time; we have about 3 to 6 months. Ms. Ducharme said that this is good, as we have more time to look instead of being rushed, and she felt the board can take time to do the right thing by having a temporary employee. Ms. Fusco asked for a motion to skip over this tonight. A motion was made by Mr. Lisi and seconded by Mr. Mazzola. Motion Carried.

New Business

- A. Mr. Hance spoke on the RFP for the Baron Building, He said the new RFP will be published on 10/1/17, with the walkthrough on 10/12/17. A motion was made by Ms. Ducharme and seconded by Mr. Lisi to accept the revised RFP. Mr. Lisi asked if the attachments could be picked up at City Hall. Mr. Hance said that Ms. Finn has done an excellent job, and she would have them. Motion Carried.**
- B. Mr. Hance spoke on the present procurement policy in regards to making repairs, etc. The present contains 3 levels: Micro which are purchased at businesses that are commercially reasonable i.e. purchased from Home Depot, etc. The second is Small Purchases which require 3 phone bids which must be documented, and Major Purchases which need a formal process. Presently the Small Purchases is from \$2000.00 to 2 Million Dollars. The state law says it should be \$200,000.00. At the next meeting we will look into lowering the threshold. All this is public record and must be accurate and transparent. The financial position is that you want your finger on the pulse; you need to know what is going on. I will come back at the next meeting, with suggestions, on what the limits should be. Ms. Fusco said regarding the RFP for sidewalks and driveway repairs which was done at last meeting, should this be changed. Mr. Hance suggested that we follow the small purchases. He added that we eliminate the RFP. Ms. Fusco made the motion to revoke the RFP and follow the small purchase rule. Mr. Lisi seconded the motion. Motion Carried.**
- C. Ms. Fusco said the next item was to hire a temporary Section 8 Coordinator. Ms. Fusco said that she had the resume of Mr. Robert Henderson, she said many of you have met him. Mr. Lisi said he knew him very well, and highly recommended him. Ms. Fusco said that if approved, they would be hiring him on a 3 to 6 month temporary basis. A motion was made by Ms. Fusco and seconded by Mr. Mazzola. Mr. Lisi recused himself. Ms.**

Ducharme questioned the salary listed by Mr. Henderson and Ms. Fusco said they had discussed that with him. Motion Carried.

D. Mr. Hance said in looking over the policies, there are very few that are in the proper shape. They were improper when they were written, back to 2011. They have been many changes and nothing is documented in any minutes. Changes were made but nothing was documented. He also explained “reasonable accommodations”. If a person says they are disabled, they may elect to stay in their present living space, or they can be moved to satisfy their needs. The Housing Authority must verify this information with someone that is knowledgeable, never knowing what the diagnosis is. They will address what the need is, and the Housing Authority must comply. Ms. Ducharme stated that when she was on the Library Board, they had in their policy, a signature page that they had to sign and date. Mr. Hance agreed that there should be such a document and it should be attached to the minutes. He said that so much has to be worked on, but most important the board should work on the administration plan, how you handle public housing. The board needs to take the initiative, not any individual. This should be worked on in the next couple of months. A motion was made by Mr. Lisi and seconded by Ms. Ducharme to accept the reasonable accommodations as presented. Motion Carried.

E. Ms. Fusco said that there is an issue with HUD regarding section 8, regarding repayment of funds. Mr. Hance said in looking through your financial reports, I have asked to go to HUD to speak to them, they said they would be happy to meet with the entire board. I say that you can send Ellen with a board member, so that she can say they have to check with the board on any questions they may have, or if HUD meets with you, you can say you aren’t ready to make a decision. Whatever you choose, is right. Ms. Fusco added that they were very supportive when we were doing the RFP. I am trying to meet with the former director, trying to get in touch with him has been very difficult. Ms. Ducharme said she felt that board should meet with him, and find out why things were done. Mr. Hance said he was going to try to meet with him, but felt there should be at least one board member with him. We have a list of details, but most important is Section 8, 10 units, if this was not done properly,

you can't keep, the rents this month. The issue is project based, and taking the money as rent, is not correct. Ms. Ducharme asked if there was a possibility that he did this, and it was the right way. There is nothing in the minutes, could it have been done, and not put in the minutes, was it published, nothing in the minutes. The most important thing is Part 56, the environmental review. It is possible that they do not have to move they can "lease in place" staying where they are. Mr. Lisi said every month that goes by, it means we owe them more money, and the answer was yes. Mr. Hance felt they should find out when HUD would be available to meet. Mr. Lisi made a motion to meet with HUD, after having a board briefing once Mr. Hance meets with Steve. The motion was seconded by Mr. Mazzola. Motion Carried.

Executive Session

Ms. Fusco said there was no need for any executive session.

Adjournment

A motion was made to adjourn by Mr. Lisi and seconded by Ms. Ducharme. The meeting was adjourned at 7:18 PM.

Respectfully submitted,

Louise Pitney

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