Derby Housing Authority
July 10, 2025

MINUTES

Time: 10:20 am - 10:38 am

Call to Order:
Chairperson Linda Fusco called the meeting to order at 10:20 am, followed by the Pledge of Allegiance.

Roll Call:

Present: Loretta Sexton, Robert Lisi, Linda Fusco

Also Present: Khallid Graham

Absent (Excused): None

Additions, Deletions, Corrections:
None

Public Portion:
None

Old Business:

Fee Accountant:
The Board discussed updates regarding the fee accountant and reviewed ongoing accounting procedures and reporting requirements. The commissioners will be notifying the current fee accountant that her services are no longer needed, and a new hire will begin thereafter. The Board also discussed financial oversight, reporting timelines, and future coordination of accounting services.

Radon Update:
Khallid Graham provided an update regarding the radon mitigation project. Installation work has continued as scheduled, residents have been notified regarding ongoing work and building access, and additional monitoring and follow-up testing will take place upon completion of installation. The Board discussed resident communication and future maintenance considerations related to the mitigation systems.
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Motion:
Linda Fusco made a motion that until the Board receives more information that they will not proceed. Bob Lisi seconded. Motion carried.

New Business:

Annual Pilot and Insurance Costs:
The commissioners reviewed annual pilot and insurance expenses. Discussion included rising insurance costs, budgeting concerns, possibility of retirement program, and projected expenses for the upcoming fiscal year.

Motion:
Linda Fusco made a motion to approve the annual pilot and insurance payments as presented in the amount of $69,248. Loretta Sexton seconded. Motion carried.

Personnel Update:
Khallid Graham provided a personnel update regarding staffing, maintenance operations, and scheduling. The Board discussed employee responsibilities, current workload distribution, and ongoing operational needs.

Subsidized Housing Coordinator's Report:

Vacancy Report:
Khallid Graham provided the vacancy report. Several vacant units have recently been filled, additional apartments are currently being prepared for occupancy, waiting list activity continues steadily, and routine inspections and turnover maintenance remain ongoing.

Adjournment:
Loretta Sexton made a motion to adjourn the meeting at 10:38 am. Bob Lisi seconded the motion. Motion carried.

Respectfully submitted,
Kaelyn DiMartino
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