Derby Housing Authority
September 17, 2025

MINUTES

Time: 6:33 pm - 6:50 pm

Call to Order:
Chairperson Linda Fusco called the meeting to order at 6:33 pm, 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 accounting procedures and ongoing financial reporting. Commissioners reviewed communication with the fee accountant and discussed maintaining accurate financial records and timely reporting.

Radon Update:
Khallid Graham provided an update regarding the radon mitigation project. Installation work and follow-up testing continue, residents have been updated regarding scheduling and building access, and additional monitoring will continue to ensure compliance requirements are met. The Board discussed future maintenance and continued communication with residents.

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Staff Reviews:
The commissioners discussed staff performance reviews and employee evaluations. Discussion included employee responsibilities, work performance, and overall operational needs. No formal action was taken at this time.

New Business:

Need for a Landscaping RFP:
The Board discussed the need to prepare and issue a Request for Proposals (RFP) for landscaping services. Discussion included property maintenance expectations, seasonal landscaping needs, and obtaining competitive pricing from contractors.

Motion:
Bob Lisi made a motion to move forward with preparing and issuing a landscaping RFP. Loretta Sexton seconded. Motion carried.

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 remains steady, and maintenance and turnover work continue as scheduled.

Adjournment:
Bob Lisi made a motion to adjourn the meeting at 6:50 pm. Loretta Sexton seconded the motion. Motion carried.

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Respectfully submitted,
Kaelyn DiMartino
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