

Derby Housing Authority

30 Elizabeth St., 2nd Fl.
P.O. Box 843
Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners

Linda Fusco, Chairperson
Robert Lisi, Treasurer
Dani Soto, Commissioner
Loretta Sexton, Resident Commissioner

Meeting ID:876 4194 1924
Passcode: 652672

**Derby Housing Authority Meeting
March 7, 2024**

The Derby Housing Authority meeting was called to order at 6:39 PM by Chair Fusco and was followed by the Pledge of Allegiance.

Roll Call:

Present: Dani Soto, Commissioner, Linda Fusco, Chairperson, Robert Lisi, Treasurer, Loretta Sexton, Resident Commissioner

Also Present: Zuri Harris, Maria from Imagineers

Absent:

Approval of Minutes: January 16, 2024 & February 8, 2024

Mr. Lisi made a motion to accept the DHA special meeting minutes dated January 16, 2024 and the regular meeting of the DHA dated February 8, 2024. Mr. Soto seconded the motion. Motion passes unanimously.

Additions, Deletions, Corrections:

Chair Fusco added under New Business, item c, Discussion and Possible Action for purpose and necessary tool, also to be added under New Business, item d. Discussion and Possible Action having Dani Soto oversee the maintenance people along with Zuri.

Mr. Lisi made a motion to add under New Business items, c & d. Mr. Soto seconded the motion. Motion passes unanimously.

Public Portion:

None

Old Business

a. **Monthly Report from Imagineers-** There was nothing new to report.

b. **Monthly Report from Reginas Jones, DHA Resident Service Coordinator, was submitted and reviewed.**

Reginas commented on the community gardens and wanted to know if any decisions were made. Reginas also asked about the AED, she was looking into a grant or donation of an AED. Chair Fusco said Tom Lenart, from Storm Ambulance is going to do a grant for the AED and he would also provide the training. Reginas said she would be able to set up the training as well. Chair Fusco said that Mr. Lenart would be doing the grant and the training and would be doing this and she will keep them updated. Mr. Lisi gave Reginas information for a contact at TEAM for the community gardens. Chair Fusco asked to table the community gardens within the DHA, with specifics for the next meeting.

Chair Fusco made a motion to table this until next month after everyone has had a chance to visit the site and think about what kind of rules, regulations, and boundaries we want to come up with and then we will revisit it next month. Mr. Soto seconded the motion. Motion passes unanimously.

c. **Discussion and Possible action on use of Daily Logs for Maintenance Temporarily**

Chair Fusco said she felt this was not a bad idea. Mr. Soto feels strongly about maintaining logs for maintenance workers. He feels this will add oversight and tiers to responsibilities of the employees and feels adding a daily report will help everyone. Mr. Lisi said this is a need in light of things that have happened.

Mr. Soto made a motion for use of daily logs for maintenance. Ms. Sexton seconded the motion. Motion passes unanimously.

d. **Discussion and Possible action on employee worksites**

Chair Fusco said this goes back to Reginas having a schedule. Chair Fusco thinks there should be a schedule in place where she is physically at each site when she is here. Chair Fusco asked the other commissioners to weigh in. Mr. Soto agreed with Chair Fusco and added once the sites have been decluttered and with the cleaning up and organizing of sites with the purchase of a small minivan for the clean up it will lend to a more suitable work environment. Mr. Lisi also said he agreed there has to be a safe site for Reginas to work and once these rooms are cleaned out and better accommodations have been made for Reginas, this should be revisited.

Mr. Lisi made a motion to table this item until the rooms are cleaned out and ready. Mr. Soto seconded the motion. Motion passes unanimously.

NEW BUSINESS:

a. Discussion and Possible Action of selling small maintenance truck and purchasing small minivan

Mr. Soto said both trucks are pretty beat up and might not last long. He has found a minivan that would work out better. The van can be used as a work vehicle with tools and everything that is needed to go to each site. Mr. Soto explained the situation with the trucks, keep the little truck and get rid of the bigger truck and use the minivan for the lead maintenance employee to use and the big truck for the apprentice maintenance worker to use for dump runs.

Chair Fusco made a motion to approve the expenditure of \$25,000, assuming it is approved by the account, for the purchase of a van, along with the trade on the small Tacoma. Mr. Lisi seconded the motion. Motion passes unanimously.

b. Discussion and Possible Action regarding replacing door handles that are not ADA compliant

Mr. Soto explained that the door handles are not ADA compliant, they need to be handles not door knobs. All three buildings will cost less than doing one building but the cost with doing all building in stages, the discount will still apply. The total cost will be approximately \$25,000. There was a lengthy discussion regarding the lock and key situation and being in ADA compliance.

Mr. Lisi made a motion to replace the door handles so that they are ADA compliant. Ms. Sexton seconded the motion. Motion passes unanimously.

c. Discussion and Possible Action for purpose and necessary tool

Mr. Soto explained the situation with what is currently happening with tools with the maintenance staff. He explained what tools would be needed and the importance of the proper tools for the staff to use to do the work in a professional manner.

Chair Fusco made a motion to authorize \$1000 purchase, worth of the tools necessary that will stay onsite and be inventoried and labeled and if anything else is needed for Mr. Soto to come back to the board. Mr. Lisi seconded the motion. Motion passes unanimously.

d. Discussion and Possible Action having Dani Soto oversee the maintenance people along with Zuri

Mr. Soto explained the roles of the maintenance staff and who will oversee the maintenance staff. There was a lengthy discussion on how this will work moving forward. Mr. Lisi said he thinks there needs to be an organizational piece that Willie will be the lead and the apprentice will be taking direction from Willie and Junior would be reporting to Willie. Mr. Soto said Zuri would be folded in when necessary and Zuri said that is the way it has always been done. Chair Fusco said then this will not be a drastic change. Mr. Soto said since this has been the way it has been done that there

is no need for a motion and Zuri can just update the board with any issues going forward.

Subsidized Housing Coordinator's Report

- a. Financial Report
- b. Elderly Resident Complexes
- c. Miscellaneous Business/Section 8

Zuri read her report into record. Mr. Soto added some insight into having a metal welder or a metal engineer to come out to evaluate the sites for the metal beams. Mr. Soto said a metal welder or metal engineer would be the best route to go and would save the DHA a great deal of money. Mr. Lisi agreed with Mr. Soto.

ADJOURNMENT

Mr. Lisi adjourned the meeting at 7:34 pm.

Respectfully submitted,

Meg Martins

Meg Martins

Recording Secretary