Derby Housing Authority
November 06, 2025

MINUTES

Time: 6:32 pm - 7:02 pm

Call to Order:
Chairperson Linda Fusco called the meeting to order at 6:32 pm, followed by the Pledge of Allegiance.

Roll Call:

Present: Loretta Sexton, Robert Lisi, Linda Fusco

Also Present: Khallid Graham, Maria Stoute

Absent (Excused): None

Additions, Deletions, Corrections:
Khallid Graham requested that the Housing Authority approve an additional commissioner-sponsored purchase.

Motion:
Bob Lisi made a motion to approve to add the addition under new business. Loretta Sexton seconded. Motion carried.

Public Portion:
Mrs. Palmer asked when the next radon test would be conducted. Khallid Graham explained that the matter would be discussed later during the meeting. Mrs. Palmer also noted that the newsletter stated the smoking policy required smokers to be 30 feet from the building, and questioned whether that was a mistake, as she believed the policy had previously been 50 feet. Khallid Graham stated that it may have been a typographical error. Linda Fusco stated that she would ultimately like to see no smoking permitted on the premises. Mrs. Palmer also requested that someone periodically walk around the property as a form of security to ensure residents and visitors are following the rules, particularly regarding smoking. Linda Fusco explained that the Housing Authority is currently short-staffed and that maintenance staff may monitor the property when time allows. She encouraged residents to report concerns to the office by following the "see something, say something" approach.

Minutes continue on to next page

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Linda Fusco further explained that there is currently no funding available for security personnel. Mrs. Palmer also expressed concerns about individuals living on the property who may not be authorized residents, noting that trespassing signs are posted throughout the property. Linda Fusco explained that management cannot address such situations unless they are made aware of them and encouraged residents to report any concerns to the office.

Approval of Minutes: Minutes from the previous meeting were not available for approval.

Old Business:

Monthly Update from Maria Stoute (Imagineers):
Maria Stoute from Imagineers provided a monthly update regarding voucher activity, funding, and compliance matters. Discussion included occupancy levels, voucher utilization, and ongoing coordination with HUD requirements. The government is still in a shut down status but hopefully in a week or so they will open up the government again. Maria Stoute expressed that they are pushing to do direct deposit eventually. They are actively trying for more streamlining processes.

Update on Radon/Asbestos Remediation at Cicia Manor/Vote and Possible Action on Electrical Fees:
Khallid Graham provided an update regarding the radon and asbestos remediation work at Cicia Manor. Follow-up testing and system monitoring continue, residents have been notified regarding remaining work schedules, and electrical work associated with the mitigation systems was reviewed.

The Board discussed electrical fees connected to the remediation project.

Motion:
Bob Lisi made a motion to approve the electrical fees related to the remediation work. Loretta Sexton seconded. Motion carried.

Vote and Possible Action on Raise for Khallid Graham:
The commissioners discussed Khallid's work performance, responsibilities, and completion of his first year with the Housing Authority. Discussion included management performance, project oversight, and operational improvements.

Motion:
Loretta Sexton made a motion to approve a salary increase for Khallid Graham. Bob Lisi seconded. Motion carried.

Vote and Possible Action on Maintenance Performance Appraisals and Raises:
Linda Fusco noted that she had nothing on the topic. Khallid Graham noted he can get to them

Minutes continue on to next page

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on the weekend and submit them before anything is made official. Fusco further recommended moving them to the December Agenda.

Motion:
Bob Lisi made a motion to table until December. Loretta Sexton seconded. Motion carried.

New Business:

Overtime Approval for Weekend Maintenance:
The Board discussed the need for overtime approval for weekend maintenance coverage, including key box access and emergency maintenance response. Commissioners reviewed staffing needs and scheduling requirements to ensure proper resident support.

Motion:
Bob Lisi made a motion to approve overtime for weekend maintenance as needed. Lorretta Sexton seconded. Motion carried.

Subsidized Housing Coordinator's Report:

Financial Report:
Khallid Graham provided the monthly financial report. Discussion included operating expenses, maintenance costs, and overall financial stability.

Motion:
Linda Fusco made a motion to table requests for 1 month, based on the government's current state and whether they can secure resources and food for residents. Lorretta Sexton seconded. Motion carried.

Elderly Resident Complexes:
Khallid Graham discussed updates regarding the elderly resident complexes, including maintenance requests, resident concerns, and building operations. The Board discussed continued efforts to maintain safe and comfortable living conditions for residents.

Miscellaneous Business:
Additional miscellaneous topics were discussed, including routine maintenance scheduling, winter preparation projects, and future planning items.

Adjournment:
Bob Lisi made a motion to adjourn the meeting at 7:02 pm. Loretta Sexton seconded the motion. Motion carried.

Respectfully submitted,
Kaelyn DiMartino
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