

**HOUSING AUTHORITY
CITY OF DERBY
101 West Fourth Street
P.O. Box 843
Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax**

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident
Commissioner

Derby Housing Authority February 28, 2019 Special Meeting Minutes

2019 MAR 4 PM 3:09

The Derby Housing Authority meeting was called to order at 7:31 pm by Linda Fusco, Chairperson; and was followed by the Pledge of Allegiance.

Roll Call

Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Kathleen Ducharme, Secretary, Michael Mazzola, Resident Commission.

Also Present: Robert Henderson, Tom Arcani (QA+M Architecture)

Old Business

Update on Status of all Grants:

Chairwomen Fusco explained that the funds were received in the amount of \$56,000 from the FFS grant from HUD to continue funding the position of Laura Wabno. They are still working on the critical needs piece. Mr. Henderson explained they just finished the critical needs for Ciccia Manor and want to expand that to the other sites, and will have something put together for Ian soon. Three of the four grants are in various stages of working progress. Discussion and

Possible Action on SSHP given possible cuts to DOH:

Tom Arcani of QA+M Architecture spoke regarding the possible cuts to DOH and the impact that would have on SSHP. He explained that the State made significant cuts to the DOH budget but it wouldn't affect this current year. He advised the board to put the application in for SSHP and that this would be the year to do it. He also added that this application has to be it's very best to make DHA as competitive as possible. He explained that the Critical Needs grant is a first come first serve type of grant, but the SSHP is very competitive. There was further discussion on the application and Mr. Arcani added that a lot of the costs for this application has already been done and paid for. Ms. Ducharme and Mr. Pacheco would like to move forward with the SSHP application.

A motion to continue to continue action on SSHP was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried.

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New Business

2019 MAR 4 PM 3:03

Discussion and Possible Action on Contract with QA+M architecture:

There was a lengthy discussion regarding the contract with QA+M architecture. Mr. Pacheco had questions about the fee proposal and what is not included in the contract. Mr. Arcani advised that the Environmental and the Survey must be done and are not included in the fee proposal. Mr. Pacheco wanted to make sure that there was nothing else that could be used from the work that was already completed and paid for from other grant applications that could be also used for this application. Mr. Arcani added that most of the other requirements for the SSHP were already done including the scope of work from the small cities grant that could also be used on the SSHP. Mr. Pacheco and Ms Ducharme requested that a package should be put together that would have all other bids, corresponding documents detailing the history of this project, along with a copy of the contract. Mr. Arcani advised that there must be a signed copy of the contract for submission and will do his best to locate the signed copy. Chairwomen Fusco added that she would also reach out to previous board members who were in place at that time to locate a signed copy of the contract.

A motion to approve the presented fee proposal from QA+M architecture as well as enter into contract fee services with the presented fee proposal was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried.

Adjournment

A motion to adjourn the meeting was made by Ms. Ducharme and seconded by Mr. Mazzola. Motion Carried. The meeting was adjourned at 8:08 pm.

Respectfully submitted,



Meg Martins
Recording Secretary

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