

HOUSING AUTHORITY CITY OF DERBY  
101 West Fourth Street  
P.O. Box 843 Derby, CT 06418  
(203)735-6652 Telephone  
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Board of Commissioners  
Linda Fusco, Chairperson  
Adam Pacheco, Vice Chairman  
Kathleen Ducharme, Secretary  
Robert Lisi, Treasurer  
Michael Mazzola, Resident Commissioner

2019 MAY 13 PM 4:47

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## Derby Housing Authority Meeting Minutes May 2, 2019

The Derby Housing Authority meeting was called to order at 6:32 pm by Ms. Fusco and was followed by the Pledge of Allegiance.

### Roll Call

**Present:** Linda Fusco, Chairperson, Robert Lisi, Treasurer, Kathleen Ducharme, Secretary, Michael Mazzola, Resident Commission.

**Also Present:** Robert Henderson

**Absent:** Adam Pacheco, Vice-Chairperson

### **Approval of Minutes** – Meeting for April 4, 2019

A motion to approve the minutes of the April 4, 2019 meeting was made by Mr. Lisi and seconded by Mr. Mazzola. Ms. Fusco abstained. Motion Carried.

### **Additions, Deletions, Corrections**

Ms. Ducharme made a motion to approve the agenda as filed and Mr. Lisi seconded the motion. Motion Carried.

### **Public Portion**

No one spoke from the public.

### **Old Business:**

Discussion of Status of all Grants:

Ms. Fusco explained that the Small Cities Grant went in on time and the DHA would know by the end of July if the funds will be received. SSHP Grant also doesn't look promising and the Critical Needs is a loan and not a grant.

### Opening Section 8 Waiting List:

Mr. Henderson explained that the Section 8 Waiting List can't be opened at this time because there is still more to do. He added that it will take a little longer to open the Section 8 Waiting List due to funding issues. Mr. Henderson also added that the mission statement is ready to go and that the website is also almost ready to be pushed out will be less than expected. Ms. Ducharme wanted to thank Mr. Henderson for all the hard work and extra time and effort he has put into getting this website up and running.

### Reopen Discussion for need of updated Personnel Policy and an Adequate Performance Evaluation Tool:

Mr. Lisi and Ms. Ducharme have been working on updating the Personnel Policy and are at the point where they need some discussion with the board and some advice from the attorney. Ms. Fusco suggested a Special Meeting on May 16<sup>th</sup> at 6pm and to contact the attorney for availability. The agenda for this special meeting would be discussion and executive session.

### Update on Resident Participation Plan:

Mr. Henderson explained that they are in the process of finding out if there is a difference between the Resident Participation Plan and having a Residence Advisory Board. He explained that going forward to submit any grant a Resident Participation Plan will be needed. Ms. Fusco suggested this item should be put on the agenda for next month.

### **New Business:**

#### IRS Ruling:

Ms. Fusco stated a letter was received stating the 2016 taxes were not filed correctly. It was discovered that the filings should be done electronically, and not by hand. After further inspection it was determined that the DHA is in the clear, nothing more is owed but going forward tax filings will be done electronically.

### **SUBSIDIZED HOUSING COORDINATOR'S REPORT:**

Financial Report.

Elderly Resident Complexes.

Miscellaneous business/Section 8.

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## SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF APRIL, 2019

### STATE ELDERLY SITES

#### STYGAR TERRACE

No Vacancies

#### Resident Concerns:

#### CICIA MANOR

No Vacancies

#### Resident Concerns:

#### LAKEVIEW APARTMENT

No Vacancies

#### Resident Concerns

#### MISCELLANEOUS

1. Paid vouchers and bills are available for review.

#### SECTION 8 PROGRAM

1. Landlord checks for the month of May, 2019 will be processed and mailed on May 1, 2019.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 97.

## ADJOURNMENT

***A motion to adjourn the meeting was made by Ms. Ducharme and seconded by Mr. Lisi.  
Motion Carried. The meeting was adjourned at 7:06 pm.***

Respectfully submitted,

*Meg Martins*

Meg Martins  
Recording Secretary

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