

**DERBY HOUSING AUTHORITY  
SPECIAL MEETING MINUTES  
JOAN WILLIAMSON ALDERMANIC CHAMBERS  
SEPTEMBER 7, 2017**

**The meeting was called to order by Ms. Fusco a 6:30 PM,  
followed by the Pledge of Allegiance.**

**Roll Call**

**Present: Linda Fusco, Adam Pacheco, Robert Lisi, Commissioners  
and Michael Mazzola, Resident Commissioner.**

**Excused: Kathleen Ducharme, Secretary and Acting Treasurer.**

**Ms. Fusco officially welcomed Mr. Mazzola as the new Resident  
Commissioner.**

**Approval of Minutes, August 10, 2017.**

**A motion was made by Mr. Lisi and seconded by Mr. Pacheco to accept  
the minutes. Motion Carried.**

**Additions, Deletions and Corrections**

**Ms Fusco said she hoped this would be the last special meeting, This had  
To be a special meeting because of the change of meeting date from the  
first Wednesday of the month to the first Thursday of the month.  
Unless other issues come up, hopefully this will be the last special  
Meeting.**

**Public Portion**

**Ms. Fusco told the group because this was called a Special Meeting, and  
usually there is no Public Portion allowed, she was going to allow  
anyone from the public to speak. However, no one wished to speak.  
Public Portion was closed.**

## **Old Business**

**A. Ms. Fusco said that we did an RFP for the Baron Building. 12 copies were pulled and looked at. Only 2 people came to the walk through, but only 1 person submitted a bid, these people are connected with the Columbus House. There plans were to make 21 apartments, 11/2 bedroom and 19/1 bedroom. These would be for people that have found jobs and bettered themselves. They want the Housing Authority to partner with them, which would be taking this to another level. This is more than what was anticipated by the Housing Authority. The offer was low, and they came back with another \$50,000.00 making the offer \$100,000.00. Mr. Lisi, said that after that meeting, we were disappointed. I'm concerned about their ability to dictate to us and the residents in the 21 apartments, and the Housing Authority should not be in the real estate business. We should not be interested in partnering with anybody unless it's good for the Housing Authority or our clients. or the community as a whole. Ms. Fusco asked Mr. Pacheco how he felt about this. Mr. Pacheco stated that we are in financial difficulty, and I don't see this as a long term solution. The current purchase price which they want is have of the vouchers. The purchase price doesn't even cover our current obligations, forget the purchase price, \$106,000 plus \$26,000 from the WPCA, still in debt, the math doesn't work. Ms. Fusco said she to doesn't want to partner with anyone. We don't have the ability or the skills to do that and even though they came up with the additional \$50,000.00, it is not going to do anything for us. Let's talk about our options, we can reissue the RFP with a minimum bid, or we can get a broker or try to use an agent to put the project out there. The other gentleman that came to the walk through backed out because he had a problem with his other partners and now expressed interest again. There is a gentleman in the neighbor that is interested and one more person who has been involved with businesses on Pershing Drive. Peter Hence our agent said to that group there have been other offers so we can take what we get or come back with other plans. Hearing that, what are your thoughts? A motion was made by Mr. Pacheco and seconded by Mr. Lisa, to reject the current offer. Mr. Lisa suggested contacting the other parties and see how interested they**

really are. Reissue the RFP adding a minimum bid. Mr. Pacheco asked if the board should ask Peter Hence. Ms. Fusco said she thought they had a good enough handle on it. Mr. Pacheco suggested a minimum bid of \$127,000.00. Ms. Fusco said we need to have a spot to negotiate from, let's go the \$275,000.00. Mr. Pacheco made a motion to set the minimum bid at \$250,000.00, and to empower Mr. Hence to implement the appropriate time line, and they would only be obligated for the 7 vouchers. Motion Carried.

Mr. Pacheco said the bid for \$127,000.00 does nothing for the tax payers. Mr. Lisa wanted to be sure that if the building was sold, the Housing Authority would no longer be responsible for anything. Mr. Pacheco said the new owner would be responsible for going to Planning and Zoning, that we are out of it, and all we are responsible for is the 7 vouchers, and they have to find the tenants.

- B. Ms. Fusco wanted to complement Ms. Duchamp on handling the Election of the Resident Commissioner. Even though there were no guidelines set in stone, she was able to maneuver and set some guidelines. She did such a good job, they are thinking about adopting this throughout the State. Complements to all the tenants in the election of Mr. Mazzola to the board please, and please go to Mr. Mazzola with any questions or problems and he will be in contact with the board. There were 3 people at each complex conducting the election. Thanks to the League of Women Voters, The Registrar of Voters, to the Housing Authority, and to the 3 people who were all neutral parties.

C. New Job Specifications

Edie Anderson, the Section 8 coordinator is retiring at the end of year. We were going to have Edie and Ellen go over the specs and incorporate what they do, but I think that neither of them had a chance to work on this. We have some options, we can look at the specs and vote on them, or see what has to added or what might have been left out. Ms. Fusco said we can defer for a month, but ultimately we have to make a decision to fill this position. The Section 8 coordinator is a very important position. The checks have to sent out. She will be here until the end of the month. I have a Section 8 coordinator/consultant coming in. Jamie

came in last month and helped and she is coming in again this month. Come the end of October and we don't have a plan, it will be difficult. We can look at hiring out. Jamie recommended a company, just to do that piece of work. We need to get prices for contracting for all the Housing Authority office, but we found it was not cost effective. We are working at deficit. We may have to have another special meeting. Ellen said she needs someone by the beginning of October. Ms. Fusco said we can certainly fill in, but we need someone by the end of the month. Mr. Pacheco made a motion to table the job specs until we have something definite. Mr. Lisi seconded the motion.

## **8.New Business**

### **A. Presentation by Mr. Craig Harrigan of Solar 54.**

Mr. Harrigan said that Ct. Green Bank and Solar 64 submitted an RFP to put solar power on Guardiano Terrace, attaching only to the common areas, not the residential areas. We found the building to be unique with the shape of the building and multiple meters. Instead of paying UI company the particular rate fees, which in this case are the residential rates, the solar would match all the kilowatt hours, which would lower the cost from eighteen cents to eight cents. This would be a cost saving of almost \$5000.00 per year. There would be no charge to the tenants. He needs twelve months of utility bills, and now he only has 1 or 2 months. The incentive for the Housing Authority, we have paid the incentive charge to hold the price, and we have another year to install at this price. The only trick is to match the meter to where they really were. There are a lot of meters in the common area, and if you could group some of these together, you would save money. You are currently paying for the different meters. Solar will work, the installation is transferable. You could save 5 to 6 thousand dollars per year. We have done approximately 20 different Housing Authorities and they have all been successful. This would work because of the UI class, and because of the shape of the building. There is no charge to you if the equipment should break, the company comes out and does all the repairs. This is all covered for the life of the term, which is 20 years.

After 10 years if you are not satisfied, you can ask for a buy out. At the end of the 20 year term, your bill will be "0".

Mr. Mazzola asked about the tenants bills, and Mr. Harrigan said they would have to pay the connection fee. We pay the connection fee for the common areas. However, at this time they are only working on the common areas, this has nothing to do with the tenants. This only pertains to the common areas in the building. Mr. Lisi is there an additional cost, or this a solid figure, or are paying on the common side roughly 18 cents for all kilowatt hours. Mr. Pacheco asked if the 8 cents was a fixed rate. Mr. Harrigan said you pick either a fixed rate or a variable rate. The state picks the lower cost over the term. The fixed rate is 9 cents, we show you the difference and you decide. We put the system in place based on the needs of the building. We send in engineers, the electrician give a report, and the St of Ct green bank which is a division of DEEP is the owner of the system. We are responsible for 7 years. The remaining is built into the price, with no cost to you, the life expectancy is 30 years.

Ms. Fusco said the mayor asked about the Capitol Fee, and how this is managed. Mr. Harrigan said there is no cost. We have no out of pocket costs, no purchase price, basically we put it up. The state pays out of the Power purchase. The incentive is applied for 8 or 9 cents. The Housing Authority only pays this amount. Ms. Pacheco asks about storm damage of any other damage done to the system. We will be covered by the state, and other any we are not responsible for any expenses. The state will get reimbursed. If someone smashed it with a baseball bat, we would have to consult with the state.

Mr. Pacheco asked if we have to get the permit fees, engineering drawings, etc. Mr. Harrigan said they pay all those expenses. There is no workmen compensation, or surety bonds. We purchase the equipment, and we must put it somewhere. This is an easy project, and when we do this, the state will inspect and the town, green bay and the utilities will be checking everything before and after. We even bring in a roofer to be sure everything is okay, at no cost to you. There are numerous meters, and you should look at this, and it would bring the cost , I would be hesitant to offer you this service, but we can review this together. I want you to be fully involved.

**There are a lot of them. Many are mis-numbered, and I literally made 3 trips to check these, some were dead, some were alive. We could work this out in 1/2 hour, we just need somewhere to start.**

**Mr. Harrigan said he needs now, 12 months of bills to see what needs to put in. The winter months will be more, summer months will be less, however the kilowatt hours will be banked for future use. We need to know how much power we need to pick up. For today, I will target 4 meters, get the numbers if you like what we are talking about, for a preliminary work order. I had one from Steve, but I would prefer one from the new administration. This does not bind you, so if I can get the 12 months of bills, we will be able to tighten this so we could be less. Ms. Fusco asked if we needed to provide WiFi. Mr. Harrigan said the WiFi is for the meters. If we have it, it makes it easier. Mr. Dzieken asked if the Housing Authority has any 3<sup>rd</sup> party energy suppliers. Mr. Harrigan said if there are any they can easily interconnect and see what the contracts are. Ms. Fusco asked Ellen if she knew of any, and she wasn't sure. Mr. Lisi asked if he needed a signature tonight, and he said no, just please look over the binder. It has already been 2 years. Ms. Fusco commented that we are the last city to do this. Mr. Harrigan gave everyone his business card so they can call if there were any more questions.**

**B. Section 8 Coordinator- There was no discussion as this was covered earlier.**

**C. Director's Report**

**A. Financial report accepted as submitted.**

**B. Elderly Resident Complexes, McManus walked all the properties and submitted the reports, a copy of which was given to each member of the board. After reviewing all the costs and work to be done, it was decided to go out to bid. Ms. Fusco said that some of the work has already been done. Mr. Lisi said they this should go out to bid, and the work should be prioritized. Ellen said that the sidewalks and the catch basins should be a priority. Mr. Pacheco**

**agreed that this is a safety hazard and should be looked into. He also said that we should have the WPCA check out the catch basins to see if this is their responsibility. Ellen said these were their drains. Mr. Lisi said lets put this out to bid, prioritizing the projects. Mr. Pacheco made a motion to go to the PFP process for the repair and maintenance of the facilities, paving , sidewalks and catch basins. The motion was seconded by Mr. Lisi. Motion Carried. Mr. Lisi said he felt the WPCA should still be consulted. Mr. Pacheco amended his motion to contact the WPCA to see if they would be responsible. Mr. Pacheco made a motion to accept the motion as amended. Mr. Lisi seconded the motion as amended. Motion Carried.**

### **Executive Session**

**Ms. Fusco said there was no need for an Executive Session.**

### **Adjournment**

**Mr. Pacheco made the motion to adjourn, and Mr. Lisi seconded the motion. The meeting was adjourned at 7:30PM.**

**Respectfully submitted,**

**Louise Pitney**

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

