

**TRUMBULL HOUSING AUTHORITY**  
**200 Hedgehog Circle**  
**Trumbull, CT 06611**

The Board of Directors of the Trumbull Housing Authority met for a regular meeting on Tuesday, January 29, 2013 in the Community Hall of Stern Village.

Members Present: Russ Friedson, Chairman  
Joanna Leone, Joy Meehan and Diane Pomposello

Also Present: Harry Wise, Executive Director and Town Attorney Darrin Callahan

A quorum being present, the Chairman called the meeting to order at 7:30 p.m.

The Chairman began the meeting with the announcement that Gail Hanna has resigned her seat on this Board. Mr. Friedson extended the Board's appreciation to Ms. Hanna for her past service to the Housing Authority. The Board's appreciation was also given to Paul Littlefield for all his efforts in establishing the Stern Village Tenants Association

Russ Friedson informed that, in the near future, the Housing Authority will be sending out the date of the tenant voting for the selection of their representative to this Board.

**Public Comment**

Paul Littlefield thanked the former Board and the Director for their fine service to this Community. On behalf of the Tenants Association he welcomed the Board's new members and stated that he looked forward to working together with them to make this a Village we can all be proud of.

Gary Raytar came forward. Mr. Raytar informed that he is a member of the Senior Commission and that he attended tonight's meeting to get a better understanding on the operations and the needs of the seniors living here.

June Leonard conveyed how much she enjoys living here.

Bob Lewis stated that Stern Village is a wonderful place to live and that he is very proud to be a part of it.

**Approval of Minutes**

Upon review, the following motion was made.

MOTION MADE (Pomposello), seconded (Leone) and unanimously carried to accept the minutes of the previous meeting, as presented.

**Bills and Communications**

The list of all expenditures for the month of December was distributed and reviewed. .

## **Treasurer's Report**

The financial figures for the month of December were reviewed with the Executive Director providing additional information on the financial aspects of Stern Village. The financial report indicated that, year to date, both the Village and the Congregate are financially sound having a surplus and no debt.

Upon inquiry, Harry Wise identified the upcoming major projects as the replacement of the Congregate roof and the walkways on the far side. The Executive Director estimated the cost at \$25,000 to \$30,000. for the roof work and \$30,000. to \$40,000. for the replacement of the walkways.

The Board was advised that a pipe burst in the Congregate resulting in the kitchen having to be closed down. Repairs are in progress and the Director is expecting to have the kitchen reopened by next Monday. In the interim, food is being catered and brought in for the residents. An insurance claim has been filed with the \$5,000 deductible being noted.

MOTION MADE (Pomposello), seconded (Leone) and unanimously carried to accept the Bills and Communications and Treasurer's Report, as presented.

The next item on the agenda was the approval of the Employee Unused Vacation Time Carry Over.

The Director informed that past policy has allowed employees to carry over up to two weeks of vacation time. A list indicating each employee's unused time was distributed and reviewed. Harry Wise advised that sick time may also be accumulated, up to a certain number of hours, but that it has no cash redemption value. Each employee, depending on their length of employment, is entitled to between two to four weeks of vacation time and five personal days.

Upon further discussion, the following motion was made.

MOTION MADE (Pomposello), seconded (Leone) and unanimously carried to approve the employee unused vacation carry over, as presented.

An update on the generator bidding process was then addressed. The Director informed that two bids have been submitted and that a third one is anticipated. The bids received, so far, are very different as to what the appropriate size and type of generator that would be required. As his knowledge on generators is very limited, he suggested that the professional counsel of an engineer or architect be sought. The Board was in agreement that the resources of a consultant would be beneficial. The Director agreed to obtain a cost estimate from the architect that was utilized in several past projects. The Chairman also requested that the Town be contacted to see they are able to provide a recommendation for an engineering consultant.

It was brought to the Board's attention that the State is contemplating funding generators for public housing. The Director agreed to contact Hartford to try to determine a timeline, as to when funding might be made available. At the Board's request the Director will also try to ascertain, if the State would reimburse the cost of a generator if it were purchased through Housing Authority funds.

The Housing Authority's Emergency Response Readiness Plan was then addressed. Harry Wise reported that the plan has been implemented but was unsure, if was ever formally adopted. He noted that the

defibrillators are in place and a reverse 911 system has been completed. As there were several aspects which had not as yet been implemented, the Chairman requested, and the Director agreed to provide a check list of items yet to be completed.

MOTION MADE (Pomposello), seconded (Meehan) and unanimously carried to adopt the Emergency Response Readiness Plan, as presented.

#### **New Business**

A motion was made by Commissioner Pomposello, which was seconded by Commissioner Leone and unanimously carried to enter into Executive Session for the purpose of holding discussion on a personnel matter.

Commissioners Russ Friedson, Diane Pomposello, Joanna Leone and Joy Meehan entered into Executive Session at 8:12 p.m. At the request of the of the Board members, Executive Director Harry Wise, Town Attorney Darrin Callahan and Attorney James Cordone participated in the discussions held.

The regular meeting reconvened at 8:55 p.m. and the following motion was made.

MOTION MADE (Leone), seconded (Pomposello) and unanimously carried to approve the settlement agreement and general release between the Trumbull Housing Authority and the Executive Director and to authorize Commissioner Russell Friedson to sign the agreement on behalf of THA.

There being no further business to discuss a motion was made by Commissioner Pomposello and seconded by Commissioner Leone to adjourn. The January 29, 2013 meeting of the Trumbull Housing Authority adjourned at 8:56 p.m. with unanimous consent.

Respectfully submitted,



Helen Granskog  
Clerk of THA