

Trumbull Housing Authority  
January 13, 2014  
4:00pm  
Community Room of Stern Village

**Directors Present:** Chairwoman, Linda Scarpantonio; Linda Nassrah, Suzanne Donofrio, Thelma Burr, Susan Fatse. Also present Executive Director Harriet Polansky.

The meeting was called to order at 4:15pm by Chairwoman, Linda Scarpantonio. She wished everyone a Happy New Year, conducted roll call followed by the Pledge of Allegiance.

**Past Minutes**

Chairman Scarpantonio noted the first item on the agenda was approval of the minutes of December 16, 2013 which had been previously distributed. Revisions to the minutes included the addition of Suzanne Donofrio as absent from the meeting and on page 3 – paragraph starting with JK Energy should read “JK Energy and UI **will be providing** lighting replacements and upgrades around the Village.” Motion was made by Chairwoman Scarpantonio to approve the minutes of the regular meeting held on December 16, 2013 as revised. Seconded by Mrs. Nassrah and approved unanimously.

**Bills and Communications**

Mrs. Burr noted all bills had been paid as of January 13, 2014.

**Executive Director Report**

Mrs. Polansky introduced Neil Gerhardt who spoke about finances. Mr. Gerhardt noted that over the past six months, with the information submitted to the State, actual expenses are right on target noting there was a slight surplus, but by the end of the year everything should balance once everything is accounted for. Some of the bills are running a little bit higher such as medical insurance, electricity, water, cable TV and maintenance supplies but they have been offset by a lower cost of our property insurance, contract services, outside accountant and other fees. Currently the reserve balance is over \$1.7 million and the overall cash position as of 12/31/13 shows a balance of \$1.5 million with the reserve involved in that figure. We are in a good position to move forward into the year. Various improvements to the facility are being considered and we are speaking with various people to see what they can do to help, at no cost to us, through the utility companies, the state and grants. He noted Mrs. Polansky issued an RFP to request bids regarding grants available to housing authorities. We still have not received the third quarter services for the congregate which we received subsidies for, but it is early in the month and should be coming soon.

Mrs. Polansky noted an Appreciation Program was held for those individuals who have had a positive impact on the Village. Several town officials were invited including EMS and Social Services as well as several directors of the board. First Selectman Herbst swore Thelma Burr in for her new term as resident commissioner. Breuggers Bagels and Stop & Shop donated food for the event.

Stop & Shop will be at Tuesday's Tea to discuss healthy eating and Mrs. Polansky has some gift cards to raffle off.

Mrs Polansky noted there are certain areas of the Village that are not draining properly when it rains which causes huge puddle and lakes. Drains were changed in the past and they do not drain properly. This also causes ice formation when it freezes. At this point, sand piles will be used to divert the water until the situation can be addressed in the spring.

Water heaters are being replaced and she wants to be proactive to prevent problems. She will meet with plumbers to see how she can get additional heaters replaced. The Village has various types of water heaters.

JK has been contacted with regard to the lighting and they are starting installation next week. Mrs. Polansky is still waiting for UI to contact her with regard to energy efficiency. This will give her an idea of what funding they will provide and how much she will need to complete the project.

RFP has been sent out for program management services rehabilitation and renovation Stern Village and inform will be sent to interested firms by January 21, 2014 with bid opening on February 14, 2014.

Mrs. Polanski noted the Congregate Building has had several individuals filling in for the cook . She noted it is extremely expensive to have food catered from outside venues. Peggy is now available to fill in when vacancies arise. She has a lot of experience with great ideas for new menus.

Five vacancies are expected in the Congregate. Ads have been put in the Connecticut Post and the Trumbull Times to fill them noting that the applicants would need to meet the requirements. Madeline has already received some inquiries. Three or four people are coming in by January 15 and some apartments still need to be rehabilitated.

**Old Business:** No Old Business.

**New Business:** No New Business.

**Public Comment:** Mr. Littlefield signed up to speak but decided to pass at this time. One resident questioned who would be responsible for water damage to her apartment should the water come in because of the drainage problem. Mrs. Polanski noted it would be her responsibility as director.

#### **Executive Session**

Mrs. Scarpantonio noted the Board would be going into Executive Session to discuss personnel matters. She moved to add to the agenda an Executive Session to discuss personnel matters. Seconded by Mrs. Donofrio and approved unanimously. Mr. Littlefield questioned who would be attending. Mrs. Scarpantonio noted all commissioners present and Mrs. Polansky. Motion was made by Mrs.

Scarpantonio to go into Executive Session at 4:20pm, seconded by Mrs. Nassrah and approved unanimously.

Motion was made by Mrs. Scarpantonio to reconvene after the Executive Session at 4:45pm, seconded by Mrs. Nassrah, approved unanimously.

Mrs. Scarpantonio made a motion to amend the agenda to add one item under New Business which is to revise the Employee Handbook . Seconded by Mrs. Donofrio and approved unanimously. Mrs. Scarpantonio then motioned to replace Section 3.7 in the Employee Handbook with regard to meal periods to read as follows:

**Employees that work for 7.5 or more consecutive hours are required to take an unpaid ½ hour meal period. Such period shall be given at some time after the first two hours of work and before the last two hours. Employees that work 7.5 or more consecutive hours are exempt if the duties of the position may only be performed by one person, or the continuous nature of the job requires that employees be available to respond to urgent or unusual conditions at all times; such employees are compensated for meal periods.**

This language eliminates any possible ambiguities. Motion seconded by Mrs. Burr and approved unanimously.

#### **Adjournment**

There being no further business, motion was made by Mrs. Scarpantonio, seconded by Mrs. Burr, to adjourn the meeting at 4:40pm. Unanimous.

Respectfully submitted,

Barbara Crandall, Clerk