

**NAUGATUCK HOUSING AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**MINUTES**  
**October 10, 2012**

1. 4:30pm-Public Hearing opened for discussions and questions regarding proposed 5-Year Agency Plan for the Naugatuck Housing Authority. Stephen Ball from J. D'Amelia & Associates explained plan and answered Commissioners' questions.
2. 5:00pm-Public Hearing for 5-Year Agency Plan closed.
3. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:03 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the Oak Terrace Complex located at 53 Conrad Street.

The following were in attendance:

**COMMISSIONERS:**

Theresa Swanson, Chairperson	Christine Warren, Executive Director
Debra Miller, Vice Chairperson	Paul Alberto, Maintenance Dept.
Maria Fidalgo, Treasurer	Burgess Liaison Laurie Jackson
Joan B. Taf, Commissioner	Lt. Bryan Cammarata, Naugatuck P.D.
Rev. Bruce Wood, Tenant Commissioner	Officer Mike Favale, Naugatuck P.D.
14 Residents	Stephen Ball, J. D'Amelia & Associates, LLC

4. Chairperson Swanson led in the Pledge of Allegiance to the Flag.
5. VOTED: Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Fidalgo to approve the minutes of the September 12, 2012 –Regular Monthly Meeting.
6. VOTED: Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Taf to approve the proposed 5-Year Agency Plan.
7. **Executive Director Report was read by Christine Warren.**

***Executive Director's Report***  
***September 2012***

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of September for our Federal (HUD) complexes.

There were 4 units leased:  
Congregate: 2, Lewis Circle: 2

Debbie Besaw, Resident Service Coordinator at Oak Terrace, hosted a "coffee hour" in honor of Sam on Tuesday, September 25, 2012. She provided cupcakes and ice cream. Bernice also made a cake for Sam. Tenants came to visit with Sam and wish him a happy retirement.

Obtained a quote to have chimney flashing repaired at 16 Ida Street office to stop leak. Estimated price is \$750.

Joan Taf asked how many applications were received for Working Director of Maintenance. She feels that Commissioners should be involved with interview process.

**8. Maintenance Report was read by Christine Warren.**

*Working Maintenance Director's Report  
September 2012*

There were 3 units painted during the month of September:

2Units at Oak Terrace: 13D & 17D

1Units at George B. Lewis I: 3D

There are currently 9 units still empty:

7Units at Oak Terrace: 9E, 14D, 17A, 20B, 21C, 27C & 37C

1 Unit at Lewis Circle: 23

1 Unit at Congregate: 2G

Grass was cut & trimmed each week at Lewis Circle and Ida Street office

Grass at Congregate was trimmed twice

Grass at Oak Terrace was trimmed twice

Paul Alberto & Tom Burns cut and trimmed all shrubs and bushes at Oak Terrace.

They also cut the brush back behind Bldg. 9 & 10 at Oak Terrace up to the fence line at the lower meadow.

Mark Douty replaced two water heaters, completed work orders, cleaned out garage, repaired tractors and replaced tires. The tractor deck was welded and repaired and put together. He also changed the oil and greased the tractors.

Leaf vacuum was tuned up, greased and oil changed.

**9. New Business:**

VOTED: Unanimously on motion by Commissioner Fidalgo, seconded by Commissioner Taf to close the waiting lists for George B. Lewis Elderly Housing and Lewis Circle.

Discussion regarding Congregate Hillside. 2 Estimate received after specifications sent to 3 original bidding contractors.

VOTED: Unanimously on motion by Vice Chairperson Debra Miller, seconded by Commissioner Taf to table discussion regarding work to be done on Congregate hillside

attend the Neighborhood Watch Meetings.

Commissioner Taf requested that any mail correspondence (ie. Letters from tenants) addressed to Commissioners be directed to them immediately upon receipt. Proceeded to discussion regarding tenant complaint received with respect to maintenance issues.

## **12. Executive Session: Personnel**

The chair recessed into Executive Session at 6:20 p.m. via motion made by Commissioner Taf and seconded by Commissioner Fidalgo

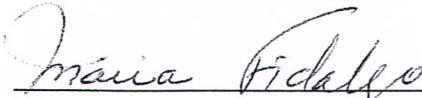
The commissioners came out of Executive Session at 7:19 p.m via motion made by Joan Taf and seconded by Commissioner Miller.

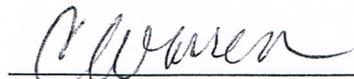
VOTED: Unanimously on a motion made by Commissioner Fidalgo and seconded by Vice Chairperson Miller to accept 1 Year Air Conditioning/Heat servicing contract with American Heating with edited contract date to match fiscal year 1/1/13 – 12/31/13.

## **13. Adjournment**

VOTED: Unanimously on a motion made by Commissioner Fidalgo and seconded by Vice Chairperson Miller to adjourn the meeting at 7:20 p.m.

**Respectfully Submitted:**

  
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Maria Fidalgo, Treasurer

  
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Christine Warren, Secretary  
Executive Director