

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
MINUTES
November 15, 2012

1. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:07 p.m. by Chairperson Theresa Swanson. Said meeting was held in the George B. Lewis I Community Room at 71 Osborn Road.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Debra Miller, Vice Chairperson
Maria Fidalgo, Treasurer
Joan B. Taf, Commissioner

Christine Warren, Executive Director
Lt. Robert Harrison, Naugatuck P.D.
Lt. Bryan Cammarata, Naugatuck, P.D.

8 Residents

2. Chairperson Swanson led in the Pledge of Allegiance to the Flag.
3. VOTED: Unanimously on motion by Commissioner Taf, seconded by Commissioner Miller to approve the minutes of the October 10, 2012 –Regular Monthly Meeting.
4. **Executive Director Report was read by Christine Warren.**

Executive Director's Report
October 2012

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

There were 7 units leased:

Congregate: 1, Oak Terrace: 4, George B. Lewis Complexes: 2

There were 6 move-outs:

Oak Terrace: 5, Lewis Circle: 1

There were 2 unit transfers:

Oak Terrace: 2

Began relocation planning for Small City Block Grant handicap unit remodel and upgrade. Planning transfer of non-handicap residents to vacant units by 1/1/2013.

Attended Halloween Party at Oak Terrace (Community Room) hosted by RSC Debbie Besaw.

Pursuant to October meeting decision, contacted American Heating to change air conditioning/heating unit cleaning contract to fiscal year 2013. Cleaning of air conditioning/heating units to commence in spring 2013.

Assigned painting and grounds maintenance to employees in absence of Director of Maintenance.

Bernice Bakstis, Public Housing Manager, began Oak Terrace unit inspections. Maintenance employees were assigned repairs based upon her reports.

Upgraded staff cell phones from Nextel to Sprint push-to-talk. Nextel range of service was limited and service is being eliminated June 2013.

Held Section 8 new voucher orientation on October 17, 2012. Eleven (11) new Housing Choice Vouchers were issued.

Rented generator for 1 week from Northeast Generator at Robert E. Hutt Congregate as a preventative measure pending Storm Sandy. Fortunately, power was never lost and generator was picked up on 11/5/2012.

5. Maintenance Report was read by Christine Warren.

*Working Maintenance Director's Report
October 2012*

6 Units were painted

Jim: 1F (Weid Drive)

Paul: 37C, 7A, 13D (Oak Terrace)

Tom: 17D, 36C (Oak Terrace)

Mark: finished 23 Lewis Circle

All complexes were mowed twice during the month. Leaves were blown and mulched at Oak Terrace, George B. Lewis Complexes and office.

Bush trimming completed throughout Oak Terrace and Congregate by Paul and Tom.

Jim Gallagher, Tom Burns and me patrolled all complexes during Storm Sandy.

2 large pine trees fell during storm at GBLII (Weid Drive). Jim Gallagher, Paul Alberto & Tom Burns cut them up and brought to Police Dept.

10. Naugatuck Police Department

Lt. Harrison reminded tenants of on-going phone scams. Explained that accident on Route 63 during current week left road closed all day because Borough needed to wait for AT&T to get to scene, as it was their pole which was damaged and housing power lines.

11. Public Comment: (Note: 5 Minute Rule Applies for each speaker)

Mary Miller (5T-Osborn Road) asked if Comcast was the only cable/internet provider available for this complex. She's interested in AT&T U-verse, but cannot seem to sign up. Christine Warren was asked to contact AT&T by Vice Chairperson Miller to determine if service available for the complex.

Mary Miller also asked if apartments could be painted by Housing Authority every 10 years. Vice Chairperson Miller informed her that NHA does not repaint apartment while occupied, but will provide the paint. Tenant stated that most tenants do not have family or money to have someone paint. Vice Chairperson Miller asked Christine Warren to look into current landlord laws with respect to repainting units.

William McKenna (4A-Osborn Road) asked why it took so long for maintenance to come for boiler problem. He said that he called when he saw light on and it was on for 1 ½ hours before maintenance turned off. Vice Chairperson Miller asked Christine Warren to research this call and to establish an "After Hours Maintenance Call Log" to be provided to Commissioners on a monthly basis to monitor time call received and performed.

Mr. McKenna also asked if fire/emergency lights linked to local fire/ambulance. Christine Warren informed him that they are not. All tenants should call 911 if they hear a fire alarm or see an emergency light flashing over unit(s).

Vice Chairperson Miller recommended that all tenants should have "life alert" to avoid any delays with emergency services. She asked Christine Warren to obtain paperwork for life alert/life-line and provide to all tenants.

12. Commissioner Comments:

Commissioner Taf asked Christine Warren how long the generator was rented at Congregate. Christine Warren informed her that it was rented for 1 week-per rental agreement. She also asked why there were so many maintenance work orders to adjust heat thermostats for tenants. Christine Warren explained that a lot of tenants have difficulty adjusting the temperature, and often press too many buttons. We dispatch our maintenance staff to help them adjust to correct temperature & heat/cool.

Commissioner Taf also commended maintenance staff for cutting up fallen trees at George B. Lewis II (Weid Drive) after Storm Sandy, rather than hiring contractor.

Commissioner Fidalgo commended entire maintenance staff for monitoring properties, checking on tenants, and working together to cleanup so quickly during Storm Sandy.

Public excused for Executive Session

11. Executive Session: Personnel

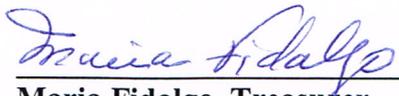
The chair recessed into Executive Session at 5:44 p.m. via motion made by Vice Chairperson Miller and seconded by Commissioner Taf.

The commissioners came out of Executive Session at 6:30 p.m. via motion made by Commissioner Taf and seconded by Vice Chairperson Miller.

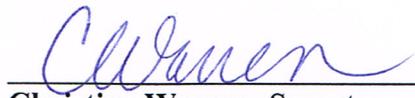
12. Adjournment

VOTED: Unanimously on a motion made by Vice Chairperson Miller and seconded by Vice Commissioner Fidalgo to adjourn the meeting at 6:32 p.m.

Respectfully Submitted:



Maria Fidalgo, Treasurer



**Christine Warren, Secretary
Executive Director**