NAUGATUCK HOUSING AUTHORITY
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
December 13, 2012
(REVISED 1/9/13)

1. A special meeting of the Board of Directors of the Naugatuck Housing Authority was held on Thursday, December 13, 2012 and called to order at 5:08 p.m. by Chairperson Theresa Swanson Said meeting was held at the Robert E. Hutt Congregate located at 480 Millville Avenue.

   The following were in attendance:

COMMISSIONERS:	Others:
Theresa Swanson	Christine Warren, Executive Director
Maria Fidalgo	Kyle Best, Director of Maintenance
Joan B. Taf	Laurie Jackson, Burgess Liaison
	Lt. Robert Harrison, Naugatuck P.D.
	Lt. Bryan Camarrata, Naugatuck P.D.
	Officer Mike Favale, Naugatuck P.D.

2. Commissioner Theresa Swanson led the Pledge of Allegiance to the Flag.

   Commissioner Swanson noted that this was a "Special Meeting" to replace regular monthly meeting scheduled for 12/12/12 which was cancelled due to lack of quorum.

3. VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to approve the minutes of the November 15, 2012 –Regular Monthly Meeting.

4. Executive Director's Report was read by Christine Warren

Executive Director's Report
November 2012

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

Public Housing (NHA Properties)	**Section 8**
2 Units Leased: Oak Terrace: 1 unit, George B. Lewis I: 1 unit	2 Move-ins
0 move-outs	2 transfers
1 unit transfer at Oak Terrace	1 Move out

Executive Director Christine Warren introduced new Working Director of Maintenance, Kyle Best to meeting
Interviewed and hired new Working Director of Maintenance, Kyle Best. His start date was 11/26/2012. He is getting acclimated to properties, units, staff and workflow. He will then organize the garage(s) and establish an inventory system of parts/tools, appliances.

Worked with Jack Sullivan, NHA Accountant, to establish 2013 budget.

Attended Western CT Area on Aging (WCAA) November meeting in Waterbury with Bernice Bakstis, Public Housing Manager, and Resident Service Coordinators. Topis of meeting: Discussion on Title 19 spousal assessments, allowable income and assets.

Maintenance car and pickup truck are old and running poorly, will advertise for bids for 2 new trucks for maintenance.

Preparing bid requests for congregate cleaning and security contracts. Bid notices will be posted in Legal section of Waterbury Republican American newspaper on approximately December 14, and again on December 21. Current contract will be expiring 6/30/2013. Bids will need to be received and selected by end of February 2013.

Leased new Konica Minolta 222 copier for RSC office at Terrace and moved her old copier to OT Community Room. Lease term: $82 per month for 42 month term. Copier in the Community Room was no longer working and document sorter was broken.

Insurance company adjustor viewed damage to soffiting at Oak Terrace. Replacement cost estimated below deductible, so insurance will not cover. I am in the process of contacting contractors for estimates.

Chimney flashing was installed at 16 Ida Street office and affected water damage areas in office were patched and repainted

Bernice Bakstis continued Oak Terrace unit inspections. She has been finding water heaters which are beginning to leak. We are replacing based upon remaining life expectancy.
She is also coordinating affordable housekeeping services to work directly with tenants with housekeeping issues. Tenant(s) will be responsible for paying the cleaning person(s) directly.

5. Maintenance Report read by Christine Warren

Maintenance Report
November 2012

There were 5 units painted during the month of November:

4 Units at Oak Terrace
1 Unit at Lewis Circle

There are currently 17 units vacant:
14 Units at Oak Terrace*
1 Unit at Congregate
2 Units at Lewis Circle

- Oak Terrace vacancy higher than usual due to NHA having to leave 6 units vacant for transfer of tenants residing in units designated for handicap renovation.

There were 107 work orders completed during the month of November

Leaves were blown and removed from all complexes during month of November. (Now complete)

Parking lots were plowed and walkways were sanded in all complexes on November 8, 2012- due to storm 11/7/2012 pm.

Parking lots and walkways were sanded for early morning icing on November 27, 2012.

Congregate grease trap needs to be replaced, per American Rooter, the company that pumps the trap. Trap is corroded and needs to be replaced. Current regulations require a "Trapzilla" for food service kitchens. Obtaining quotes for installation.

Obtaining estimates for repair of sewer line at Bldg. 9 at Oak Terrace. There is a crack in connection which causes paper waste to snag and clog line. This has been an on-going problem reported by Sam prior to leaving.

6. Naugatuck Police Department

Lt. Camarrata informed all tenants that there is a prescription drug drop box in Police Department Lobby.

He also recommended that tenants put all packages in trunk when holiday shopping. He advised them not to leave visible or on back seat, as this will attract thieves.

7. Commissioner's Comments:

Commissioner Swanson thanked Lt. Harrison for always attending our monthly meetings and reporting information to our tenants and making them feel safe.

Commissioner Taf asked Christine Warren why bill paid for generator rental was $6,000 when quote was initially $5,000. Christine Warren explained that $5000 was rental charge only. Northeast Generator charged an additional $500 each for delivery and pickup.

Commissioner Taf wished everyone a Merry Christmas.

8. New Business: Voting of NHA Commissioners for 2013 term:

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to nominate Theresa Swanson as Chairperson for 2013. Chairperson Swanson accepted.

VOTED: On motion by Commissioner Swanson and seconded by Commissioner Taf to nominate Debra Miller as Vice Chairperson for 2013 term. Commissioner Miller accepted via telephone.

VOTED: On motion by Commissioner Taf and seconded by Commissioner Swanson to nominate Maria Fidalgo as Treasurer for 2013 term. Commissioner Fidalgo accepted.

VOTED: On motion by Commissioner Swanson and seconded by Commissioner Fidalgo to nominate Joan Taf as Assistant Treasurer for 2013 term. Commissioner Taf accepted.

9. Public Comment:

Evelyn Racine (Apt 3G) Her bathroom floor has not been cleaned in very long time by cleaning service. She also asked Commissioners to look at laundry room floor, which was cleaned today.

MaryAnn Mitchell (Apt 3C) Hallway vents near guard desk are filthy. Commissioners asked Kyle Best, Director of Maintenance to check them and have them cleaned.

Evelyn Racine (3G) inquired about recent memo issued by Bernice Bakstis, requesting that tenants and aides not gossip about other tenants in lobby area.

Barbara Brockwell (1F) stated that she believes that cleaning company employee may have taken her pill container containing coins for laundry. Christine Warren asked if tenant needed to file report with police. Lt. Harrison recommended it, but said that he will call cleaning service directly in this instance.

Multiple tenants requested new "wipe able" chairs for lobby. Existing chairs are soiled. Christine Warren and Kyle Best will look into new chairs for tenants.

Tenants asked if entire building would be powered by new generator delivered on property 12/10/2012. Christine Warren informed them that new generator would power areas previously powered by old generator: One entire apartment of each floor, hallways throughout building, elevators and Community/Dining Room. Tenants expressed concern about losing frozen items and not having lighting in apartments. Christine Warren explained that the generator, although large, is not big enough to power entire building. Also, wiring would have to be changed throughout panel and a new generator panel would have to be installed, more than doubling cost of project and taking much longer. In the event of a power outage, tenants would keep their doors open to allow heat and light to enter. Christine Warren will get clarification of specific areas to be powered by generator and respond to tenants.

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to adjourn at 6:03 p.m.

Respectfully submitted,

Theresa Swanson
Chairperson

Christine Warren
Executive Director/Secretary