

*NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES
August 8, 2012*

1. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:08 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Robert E. Hutt Congregate.

The following were in attendance:

COMMISSIONERS:

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

Christine Warren, Executive Director
Samuel Behuniak, Maintenance Supervisor
Burgess Liaison Laurie Jackson
Officer Mike Favales, Naugatuck P.D.
Bernice Bakstis, NHA Public Housing Mgr.

6 Residents

2. Chairperson Swanson led in the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Taf to approve the minutes of the July 11, 2012 - Regular Meeting.

Vice Chairperson Miller noted a misspelling on Page 3, Item # 8 of the July Meeting Minutes.

4. Executive Director Report was read by Christine Warren.

Commissioner Taf asked if Engineer had looked at generator at Congregate. Executive Director Christine Warren responded that Steve Ball of John D'Amelia & Associates met with Engineer to derive specifications for new generator.

Commissioner Taf asked if all companies who bid on generator will have the opportunity to resubmit bids based upon specifications recommended. Executive Director Christine Warren responded "Yes" according to Steve Ball.

Chairperson Swanson noted that start date for new Section 8 Program Manager should be 7/23, not 8/23/12.

5. Maintenance Report was read by Sam Behuniak, Maintenance Supervisor. Sam Behuniak recommended that motion lighting be installed in rear of Ida Street (office) building to deter vandals. He also obtained quote to replace broken pole light at congregate parking lot. Approximate cost \$850.
6. **VOTED:** Unanimously on motion by Commissioner Taf, seconded by Vice Chairperson Miller to replace post light at Congregate parking lot
7. **VOTED:** Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Taf to install motion light(s) at rear of Ida Street (office) building.

8. Executive Director's Report
July 2012
(Read by Christine Warren)

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

Trained new Section 8 Program Manager (Rosa Mejia), start date 7/23/2012.

Continued working on Work Order System, all tickets for July were input in PHA Web, as per Maintenance Report submitted. Now working on tracking vacant units. Sam will inspect all vacant units and input ticket to track turnaround time.

Met Steve Ball and Contractor(s) at congregate facility to review generator. Engineer specifications should be in this week. Next we will accept bids for the generator.

All other generators are in working order. Plugs were converted to accommodate air conditioning at GBLI & II Community Rooms. I am looking into options for gas generators at these complexes also.

Worked with Maintenance to test emergency lighting at Congregate. All lights have been checked and batteries are being ordered so that all Emergency lights will be operational.

Contacted Deputy Fire Marshall Weaver regarding communication equipment installed in 3rd floor refuse room at Congregate. The unit is creating excessive heat and causing garbage to ferment. We are requesting that they move the equipment into the neighboring "Craft Room" which has windows to allow ventilation and cooling.

Setup overdue annual inspections of GBL I & II units in accordance with HUD requirements. Scheduled date is Monday, August 20, 2012.

9. Maintenance Supervisor's Report
July 2012
(Read by Sam Behuniak)

See attached Unit Work Order History for maintenance performed July 2012 (Attachment #1)

12 Units Painted :

Congregate 3E, 1B & 1H

GBL I & II: 4E & 12E

Oak Terrace: 34A, 24D, 2E, 36C, 20E, 19E & 35F

4 refrigerators replaced

3 stoves replaced

Grass was cut twice at each complex during the month.

Ida office front exterior lights repaired. Maintenance Supervisor recommends lighting be installed in rear of building to deter vandals.

Congregate:

Congregate "Call for Aid" alarm being repaired by Simplex & Grinnell (panel board issue)

Congregate Front pole light broken at end of parking lot. Approximate cost to replace \$750.00

Congregate Emergency hallway light batteries tested and batteries are ordered

Oak Terrace:

Purchased complete toilet for 19E

Purchased 1 snow roof rake to removed branches from building roofs

Chainsaw we repaired. Chaps (\$105) and Safety helmet (\$65) purchased

Received 3 quotes for air conditioning filter cleaning for OT units (inside and outside)

Bushes need to be trimmed and cut away from air conditioning units in rear of each building

Water heaters need to be drained twice per year

Drainage behind Bldg. 10 & 9 needs to be piped and covered

(Executive Director recommends simply trimming brush and branches away from fence to eliminate excessive leaves in area)

Lewis Circle:

Purchased and replaced entire toilet Unit 62

10. Officer Mike Favale's Report (Naugatuck Police Department)

July 2012

According to the Police Department reporting, no criminal activity was reported at the congregare facility.

Evelyn Racine (3G) stated that she received another "phone scam" call recently.

Tenants commented that they are concerned that heavy brush on hill along parking lot is obstructing view of building by Police.

11. Public Comment

Judy Wagner (8H-Weid Drive) said she was concerned that there were not many tenants present at meeting.

Officer Favale and Burgess Liaison Laurie Jackson assured her that the turnout at congregate is generally less, as most tenants visit the meetings when it is located at their own complexes.

Nancy Heno (3H-Congregate) would like shades installed. Sam Behuniak will have someone install.

Evelyn Racine (3G-Congregate) would like her area carpet cleaned or removed. Sam Behuniak told her that we do not clean tenant's personal items, but we will provide her with the contact information for the cleaning company we use.

Tenants also stated that Fredericka was once again cleaning at the facility. Executive Director Christine Warren will contact All American Cleaning once again to request that she not be placed at the site for cleaning—as tenants were dissatisfied with her performance.

Judy Wagner (8H-Weid Drive) asked if anyone knew of a person who could install her clothesline. Burgess Liaison Laurie Jackson told her that she would recommend someone after the meeting.

Public Housing Manager Bernice Bakstis stated that she is scheduling a defibulator use training class, tentative date: August 21, 2012. Further details will be released when date is finalized.

12. Commissioner Comments

Chairperson Theresa Swanson thanked Executive Director for performing 2 jobs for the past couple of months.

Vice Chairperson Debra Miller asked that a "Letter of Commendation" be written by Executive Director C. Warren regarding the outstanding service provided by congregate security guard, Debbie Mason. She would like letter sent to SecurAmerica on behalf of NHA and Commissioners. She provided company contact information to Christine Warren.

Commissioners asked Christine Warren to obtain quotes to have hill above parking lot at site cleared of brush and trees.

Voted: Unanimously on a motion made by Commissioner Joan Taf and seconded by Vice Chairperson Debra Miller to adjourn the meeting at 6:15pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren