

*NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES*

July 11, 2012

The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:05pm by Chairperson Theresa Swanson.

Said meeting was held in the George B. Lewis I Community Room located at 71 Osborn Road.

The following were in attendance:

COMMISSIONERS:

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

Christine Warren, Executive Director
Samuel Behuniak, Maintenance Supervisor
Burgess Liaison Laurie Jackson
Office Mike Favale, Naugatuck P.D.
Bernice Bakstis, Public Housing Manager.

6 Residents
2 aides

1. Chairperson Theresa Swanson led in the Pledge of Allegiance to the Flag.
2. VOTED: Unanimously on motion by Commissioner Debra Miller, Seconded by Commissioner Maria Fidalgo to amend the agenda to include "Commissioners Comments" also to be included in each agenda hereafter.
3. VOTED: Unanimously on Motion by Commissioner Debra Miller, Seconded by Commissioner Elaine Russell to approve the minutes of the June 13, 2012 - Regular Meeting.
4. Maintenance Supervisor's Report

**Maintenance Supervisor's Report
June 2012**

Federal Complexes

George B. Lewis I – Osborn Road

There were 8 electrical issues, 5 plumbing issues, 2 paint/door lock issue, 3 heat/window issues, 3 appliance issues and 12 miscellaneous issues. (Total 33issues)

George B. Lewis II – Weid Drive

There were 7 electrical issues, 6 plumbing issues, 2 paint/door lock issues, 0 heat/window issue, 6 appliance/fan/AC issues and 13 miscellaneous issues. (Total 34issues)

State complexes

Lewis Circle: MR

There were 7 electrical issues, 6 plumbing issues, 3 paint/door lock issues, and 6 miscellaneous issues. (Total 22 issues)

Oak Terrace:

There were 12 electrical issues, 24 plumbing issues, 15 paint/door lock issues, 16 heat/window issues, 36 appliance/fan/AC issues and 18 miscellaneous issues. (Total 121 issues)
Currently 9 empty units

Robert E. Hutt – Congregate

There were 5 electrical issues, 10 plumbing issues, 3 paint/door lock issue, 4 heat/window issues, 4 appliance fan/AC issues and 5 miscellaneous issues. (Total 31 issues)

Oak Terrace:

Units 2E & 35F painted, Replaced 2 refrigerators
Air Conditioner compressors need filters cleaned and trimming of grass and trees growing between them.
All laundry room floors were washed & waxed & windows cleaned.
Broken tree branches around walkways (hangers) need to be trimmed

George B. Lewis I and II:

Boiler in Bldg. 4 (GBL-I) return pipe leaking. MJ Daley repaired

All Complexes:

*Grass was cut 2 times GBLI & II, Congregate & Oak Terrace.

5. Executive Director's Report

*Executive Director's Report
June 2012*

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

Petitions for a traffic light at the intersection of Weid Drive and New Haven Road were dropped off at Naugatuck Valley Savings & Loan, Citizens News, Beacon Brook and GBL II Community Room. These petitions are being collected and submitted to the Police Commissioner, who will forward to the State.

A Neighborhood Watch Meeting was held at Oak Terrace on Wednesday, June 20, 2012.

Lewis Circle : Surveys are being done on the complex to determine specifications for new sidewalks, paving ,drainage and grading required to meet federalization standards.

Oak Terrace : A visitor's car sped up a bank and hit a concrete stairway, causing damage to stairway and railing on June 15, 2012. Initiated an insurance claim to have the railing and stairway repaired. Sam Behuniak is obtaining quotes for repairs. Photos and estimate will be submitted to insurance company.

Congregate Housing – Three quotes have been received for new generator at Congregate. Sent all three quotes to Steve Ball at J D'Amelia & Associates to advise on most cost-efficient.

Personnel: Interviewed qualified Section 8 Program Manager applicants. Estimated start date 7/11/2012.
Reviewed Laborer applications and began interview process (still ongoing)
Performed Section 8 job functions for month of June and completed federal recertification of Lewis Circle.

6. VOTED: Unanimously on motion by Commissioner Debra Miller, Seconded by Commissioner Elaine Russell to table the Congregate generator issues temporarily until we can have an engineer look at existing generator and create specifications for replacement

7. Public Comment

Elaine Furtado (4F-Osborn Road) asked if call-for-aid buttons connected to ambulance and/or fire department. Sam Behuniak explained that they are not, because at the time the system was installed, connectivity with the local ambulance/fire was not available.
Bernice Bakstis advised tenants to call 911 whenever they see a building emergency light on or hear a siren within the complex.

Commissioner Debra Miller asked if tenants had life alert, and recommended that NHA obtain information on the life alert/life-line and distribute to tenants.

Dorothy Phillips (5A-Osborn Road) stated that approximately 2 months ago, Mary Repko (tenant) was in the bathtub for hours waiting for someone to help her. She thinks that she could not reach the call-for-aid string.

Officer Mike Favale (Naugatuck Police Department) stated that over the past 6 weeks, no criminal activity has been reported for GBL I & II complexes. Police have been driving through complex to dissuade teenagers from walking through. The brush below Osborn Road lower entrance has been trimmed. Speed statistics on Osborn Road came in high. Therefore, police will be setting up radar on Osborn Road soon.

Bernice Bakstis stated that traffic statistics have been completed for New Haven Road/Weid Drive entrance area. She is awaiting report.

Office Favale commented that from what he understands, the study showed fairly low volume, so he is not sure how it will affect petitions for traffic signal at New Haven Road and Weid Drive.

8. Commissioners Comments:

Burgess Liaison Laurie Jackson stated that she received a phone call from a disabled veteran's sister (residing in 11C-Oak Terrace). The tenant's sister said that she called the office to complain about leaves near unit entryway and cardboard box which has been next to building for approximately 2 months. Christine Warren's voicemail was full, so they contacted Laurie Jackson.

Laurie was unavailable, so she contacted her mother, Commissioner Joan Taf who viewed the exterior of unit. She said that it was unacceptable and should be cleaned right away. Sam will have maintenance clean up.

Commissioner Debra Miller and Burgess Liaison Laurie Jackson suggested that we check with the High School to see if there are any young men available for community service work or perhaps setup a volunteer day (ie.: Workforce Day) for staff & volunteers to clean up property. Have tenants clean up porches –provide tenants with notice to put garbage in front of units.

E.D. Christine Warren stated that she has contacted New Opportunities to see if there are any volunteers available—awaiting their response.

Chairperson Theresa Swanson said she will contact the local church's for volunteers to help clean up.

Dorothy Phillips (5A-Osborn Road)-fence in front of her unit was only ½ painted last year. She asked if someone can finish.

Elaine Russell announced that she will be resigning as Tenant Commissioner effective 8/1/2012 due to health reasons.

Commissioner Debra Miller thanked her on behalf of all Commissioners for her service and stated what an asset she has been to the the Commission, tenants and complexes.

Sam Behuniak commented on Bldgs. 11, 12, 13 at OT. Leaves are constantly blowing in from street & neighbors.

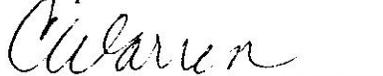
Dorothy Phillips asked if generators at George B. Lewis Complexes are ready. Sam Behuniak was not sure. He will check into it and let Commission know. Commissioner Debra Miller requested Sam to immediately check and ensure that all property generators are "ready" and in working order in the event of storm.

9. Voted: Unanimously on a motion made by Commissioner Maria Fidalgo and seconded by Commissioner Elaine Russell to adjourn the meeting at 6:10 p.m.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary