NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
April 10, 2013

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, April 10, 2013. Meeting was called to order at 5:07 p.m. by Chairperson Swanson. Said meeting was held at the Robert E. Hutt Complex located at 480 Millville Avenue.

   The following were in attendance:

COMMISSIONERS:	Others:
Theresa Swanson	Christine Warren, Executive Director
Debra Miller	Kyle Best, Maintenance Director
Maria Fidalgo	Lt. Bryan Cammarata (Naugatuck P.D.)
Joan B. Taf	Officer Michael Favale (Naugatuck P.D.)
Rev. Bruce Wood	Burgess Laurie Jackson
	13 Residents

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

3. **VOTED**: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to approve the Minutes of March monthly meeting held on March 13, 2013.

4. Executive Director's Report for March read by Christine Warren:

Executive Director's Report
March 2013

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

2 Units Leased: 1-Oak Terrace, 1-Lewis Circle
4 Unit Transfer: 2 within Oak Terrace—vacated handicap units (non-handicap tenants)
1 tenant transferred from Congregate to Oak Terrace
1 tenant transferred from Oak Terrace to Congregate
3 Move Outs: 2-Oak Terrace, 1-Congregate

Section 8 Program

1 Move In
3 Transfers (within Naugatuck)
3 Move Outs
7 Vouchers on the street (Vouchers issued, tenants searching for apartments)

Oak Terrace:

ADA Handicap Grant: Contracts were signed with BRD Builders on April 1, 2013. Estimated start date is May 15, 2013. However, demolition may begin earlier on vacant units. Seven (7) of ten (10) units to be renovated are now vacant. The remaining 3 tenants will be relocated on site, or staying with family during the renovation period.

Clarification of Insurance Funds received from Housing Authority Insurance Group for (4) units damaged due to attic pipes bursting on January 23-25th, during extreme cold weather. Amount received to date from insurance: $10,546.23

Breakdown as follows:
21A: Replacement cost: $6,800.70 - $5000 deductible = $1800.70 Payment Received
3B: Replacement cost: $9637.53 - $5000 deductible = $4637.53 Payment Received
25F: Replacement cost: $8393.25 - $5000 deductible = $3393.25 Payment Received
2F: Replacement cost: $5714.75 - $5000 deductible = $714.75 Payment Received

Obtaining quote from BRD Builders. They will be on-site for ADA renovations.

Robert E. Hutt Congregate:

New generator is installed and was successfully tested. The transfer switch (panel which switches generator on automatically in event of power failure is being installed early April, to complete project. The Borough Building Department will be inspecting the electrical panel upon completion.

Eight new chairs were received and assembled for Congregate Lobby. Cost per chair: $146.

All Complexes:

Met with Mac-Gray Laundry Representative. I relayed resident concerns with respect to price differences between complexes and outdated equipment issues. He is doing a full evaluation of all of our laundry sites, fees and equipment. We will meet again in April.

Meeting with Comcast Cable in April to review cable charges for all complexes. Specifically inquiring about bulk rates, pursuant to recent tenant reports of increased cable costs.

Miscellaneous:

Significant snowfall on Friday, March 8, 2013. Ida Street office closed due to poor driving conditions.

Attended various meetings to request reimbursement of funds for snow removal and labor during blizzard, in addition to reimbursement of cost to repair curbing damaged by plows.

Met with Hartford Insurance Worker's Compensation Agent. He had requested a site visit to review safety hazards in office and Maintenance Garage(s). Various recommendations were noted and he provided us with updated Workers Compensations forms.

Terminated Cintas Uniform Service for uniform cleaning and rental-Maintenance Staff. We were paying approximately $95-$100 per week,($4,940 annually) and employees were not using service for cleaning, and were not happy with swapping items. We ordered pants and t-shirts and jackets from Rosenblatt's, in Naugatuck. Paid $1,124.00 toward initial uniforms. We anticipate approximately $2,000 savings annually.

5. Maintenance Director's Report for March read by Kyle Best.

Maintenance Director's Report
March 2013

- Painted all laundry rooms at Oak Terrace
- Snow removal 3/8, 3/9, 3/19
- Started cleaning grounds at all complexes
- Tuned up all lawn mowers and weed whackers
- Cleaned and painted 3 Units for rental (2 Oak Terrace, 1 at GBL)
- Repaired curbing and patched potholes in parking lots
- Repaired Sign at Osborne Rd.
- Repaired guard rails at congregate
- Completed 79 Work Orders
- Replaced water heater in building 5 Osborne Rd.
- Replaced water heater Unit 7-C Oak Terrace
- Painted bathrooms in Community room at Oak Terrace
- Painted Office in Building 20 Oak Terrace
- Moved 2 tenants within complex to vacate units for ADA Renovations

6. **Police Report**: Lt. Bryan Cammarata recommended to all residents if they see something, to say something. Don't be afraid to call police.
He warned of recent phone scams where individuals say they are calling from your bank. If they ask for your account number, PIN or password, chances are this is not a valid call. They should already have your information if they are calling from your banking institution. Report these calls to the police immediately.
Commissioner Taf asked Lt. Cammarata about the recent scam where the perpetrators will hit your car.
Lt. Cammarata said that they ask the victim for money instead of calling the Police. He informed tenants that they should always contact the Police—do not give anyone money. It is imperative to have a Police Report, and the Police officer would serve as a witness.
Commissioner Wood asked about phone calls requesting donations. He always asks for the caller's name and number, so he knows who they are. He cited an example of the Police Department calling him for donations. Lt. Cammarata instructed tenants to only give if they are able to, and not to feel pressured to do so.

7. **Public Comment:**

Linda Diasio (Apt 1A) read a list of requests from Hutt residents:

Parking lot sensors which would light up when a car comes onto property after dark
Cameras in lobby and outside of building
Would like washing machines to be cleaned inside periodically
Would like laundry room floors and counters cleaned better—noted that new cleaning company is doing a better job than last company.
New rug for entryway—outside of sliding doors, current rug is too thick. Tenants feel it is a trip hazard
Sidewalks have cracks which make it difficult with walkers.
Automatic entryway doors—would like only 1 to open, as opposed to the current 2 doors. It is very drafty in the lobby when both doors open during cold weather.

Commissioner Miller noted that she believes that both doors must open for emergency personnel, stretchers, etc.

Barbara Brockwell (1F) stated that dust from popcorn ceilings is constantly falling and creating dust. She asked if we could look into this.

Chris Meyers (21F-Oak Terrace) asked why Oak Terrace gates for walk-thru traffic are not opened every day. Kyle Best informed him that they do normally open every day. It could be that they were busy, or someone was out that usually opens. He was

instructed to call Maintenance or the office if it is locked on a weekday, and someone will open right away.

MaryAnn Mitchell (3C) asked if Hutt residences could get new carts for laundry and groceries. Carts on site are worn out.
She also asked if a snack machine could be brought in to accompany soda machine.

William Hulbert (13C-Oak Terrace, formerly of 3D Congregate) said that one of the reasons he moved from the complex was because of the second-hand smoke. Otherwise, he was very happy at the location.

Gladys Ferland (3L) also said that second-hand smoke inside the building was a problem. She also asked if AT&T was available for Hutt residents, since Comcast prices have increased. *Christine Warren explained that she will be meeting with Comcast during April to discuss bulk-rate pricing for residents. Information will be disseminated to residents after meeting.*

MaryAnn Mitchell (3C) asked Commission if they had information with respect to any visiting nurse services being cut. Commissioner Miller explained that NHA does not mandate this agency, and encouraged her to contact VNA directly.

MaryAnn Mitchell and William Hulbert inquired about elevator. They stated that when a power outage occurs, the elevator stops mid-floor. *Christine Warren to contact elevator company to see if any changes can be made. She reminded them that the elevator is powered by generator, which is now working. So, getting stuck mid-floor should not happen in the future.*

8. **Commissioner Comments:**

Commissioner Swanson thanked Christine Warren, Kyle Best and staff for doing a good job of handling the recent snowstorms.

Commissioner Taf asked why "Police Report" was added to agenda in wrong place—should have been after "New Business". Christine Warren will correct going forward.

Commissioner Taf asked how long that we had Cintas contract and why the maintenance staff was not using the uniform exchange service. Christine Warren explained that we have used them for years. The maintenance staff prefers to wash their own uniforms and only use the service occasionally to "size up" or get new clothing when they tear/stain uniforms.

9. **VOTED**: Unanimously on motion by Commissioner Miller and seconded by Commissioner Taf to recess to Executive Session for purposes of the discussion and possible voting on security proposal for Congregate facility at 5:56 pm.

10. **VOTED**: Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to come out of Executive Session at 6:53 pm.

11. ***VOTING EMANATING FROM EXECUTIVE SESSION*:**
VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to award Congregate Security Contract for July 1, 2013 to June 31, 2014 to SecurAmerica, current provider and low bidder.

12. **VOTED**: Unanimously on motion by Commissioner Taf and seconded by Commissioner Miller to adjourn the meeting at 6:53pm.

Respectfully submitted,

Theresa Swanson

Theresa Swanson
Chairperson

Christine Warren

Christine Warren
Executive Director/Secretary