

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

(Revised August 20, 2013-Typographical corrections, pages 1 & 3)

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, July 10, 2013. The meeting was called to order at 5:05 p.m. by Chairperson Swanson. Said meeting was held at George B. Lewis I, 71 Osborn Road, Community Room.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson
Debra Miller
Maria Fidalgo
Joan B. Taf

Others:

Christine Warren, Executive Director
Kyle Best, Maintenance Director
Officer Michael Favale (Naugatuck P.D.)
Burgess Laurie Jackson

0 Residents

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Miller to approve the Minutes of June Regular monthly meeting held on June 12, 2013 with corrections to Commissioner Comments.
4. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Miller to approve the Minutes of June Special meeting held on June 18, 2013.
5. Executive Director's Report for **June** read by Christine Warren:

***Executive Director's Report
June 2013***

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

4 Units Leased: 3-Oak Terrace, 1-Hutt Congregate

3 Unit Transfers: 3-Oak Terrace (Temporary relocation for ADA upgrades-moved by NHA Maintenance Staff

3 Move Outs: 1-Congregate, 2 Oak Terrace

Section 8 Program

3 Move ins

2 Transfers (within Naugatuck)

1 End of Participation—tenant voluntarily relinquished voucher & moved out of Naugatuck.

4 Vouchers on the street (Vouchers issued, tenants searching for apartments)

Oak Terrace:

ADA Handicap Grant: ADA Renovations continue at Oak Terrace. Framing, plumbing and electrical work are being performed. Next, cabinets and floors will be installed. Three (3) Oak Terrace residents were temporarily relocated at Oak Terrace by NHA Maintenance Staff.

I contacted Street Department to request assistance with pothole repairs at Oak Terrace. They will be assisting with repair of pot holes.

Thank you to Oak Terrace resident Bill Hulburt, who contacted CL&P about trees with dead limbs near power lines on property. CL&P is contacting a contractor to take down the trees. This is a great cost saving for the Housing Authority, as CL&P will be paying for the tree cutting.

American Heating Service is in final stages of annual cleaning of Daiken heat/air conditioning pump units at Oak Terrace.

Robert E. Hutt Congregate:

Met with American Rooter to discuss grease trap replacement options. Determining whether exterior grease trap is an option—awaiting price quote(s).

Automatic door opener is being installed for door to Congregate Patio. This will to enable residents who use wheelchairs or walkers to safely access patio area. Total cost: \$1975.00

Lewis Circle:

Signing contracts with Cocchiola Construction to begin site work at Lewis Circle— Estimated start date is July 9, 2013. Preparing notifications to residents that work will begin. Coordinated Borough Street Department to meet with Cocchiola to coordinate catch-basin repairs.

Miscellaneous:

Diane Bona from NHA office attended a CONN-NAHRO seminar on Insurance & Benefits for Housing Authority personnel and Workers Compensation Updates on June 13, 2013

I met with a representative from CHFA (Connecticut Housing Finance Authority) for a site visit to Oak Terrace and Congregate locations. I am exploring getting grant funds from CHFA to modernize Oak Terrace and congregate kitchens.

I met with FEMA representative. Visited all NHA sites (except Lewis Circle) to measure damaged curbing from winter storms. FEMA will be providing NHA with funds to make the curbing repairs.

We have five (5) summer helpers from NOW (New Opportunities) assisting our Maintenance staff with tasks and painting railings at Oak Terrace and GBL complexes.

Neighborhood Watch meetings for the month of July:

Oak Terrace-Community Room: Wednesday, July 17, 2013 at 5:00 pm.

There will be no Neighborhood Watch meeting at Oak Terrace in August, due to renovations to the Community Room.

Next George B. Lewis Neighborhood Watch meetings will be held on Wednesday, September 18, 2013, providing Police Department is available to attend. A notice will be provided to confirm meeting.

6. Maintenance Director's Report for **June** read by Kyle Best.

Maintenance Director's Report
June 2013

- Changed 2 flood light fixtures at end of Bldg. 20 Oak Terrace
- Placed signs to pick up after pets
- Cleaned out Oak Terrace community room of old furniture, Junk
- Working with Contractors on Handicapped units
- Repaired sidewalks at Bldg. 31 and 33 Oak Terrace
- Patched potholes at Oak Terrace
- Planted grass at Lewis Circle Bldg. 50
- Repaired Brake lights on 2 trucks
- Repaired pulley on riding mower
- Patched roof at Building 1 Osborne Rd.
- Repaired faulty alarm system at Osborne Rd Bldg. 1
- Completed 146 Work Orders (tickets)

Commissioner Taf asked how many actual vacant units currently. Maintenance Director Kyle Best said there are four (4).

Commissioner Taf also inquired as to why there were 2 calls for air-conditioner problems at Oak Terrace unit, if they have all been serviced. Executive Director Christine Warren explained that not all units have been serviced, since not all tenants were home or away. In addition, inclement weather has delaying the completion of servicing.

7. **Old Business:** None

8. **New Business:** None

9. **Police Report:** Officer Favale reported that there was no criminal activity reported at the complexes. The only call was for an attempt to locate a resident who did not answer their "Good Morning Naugatuck" call. Tenant was later found. He or she was not home in the morning when the call was made.

10. **Public Comment:**

Burgess Laurie Jackson inquired as to whether we were going to re-visit clearing the hill at Congregate site. Executive Director Christine Warren stated that we are waiting for the cost estimate to install new grease trap in Congregate kitchen. We can then determine remaining funds available to clear brush from the hillside.

11. **Commissioner Comments:**

None

12. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Fidalgo to recess to Executive Session at 5:45pm for the purposes of the discussion and possible action regarding a subcontractor.

13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to come out of Executive Session at 6:00 pm.

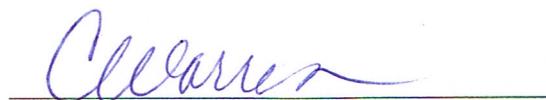
14. **NO VOTING EMANATED FROM EXECUTIVE SESSION.**

15. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 6:01 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary