

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
August 15, 2013

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Thursday, August 15, 2013. The meeting was called to order at 5:07 p.m. by Chairperson Swanson. Said meeting was held at Robert E. Hutt Congregate complex, 480 Millville Avenue, Naugatuck, CT 06770

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Maria Fidalgo, Treasurer
Joan B. Taf, Assistant Treasurer

Others:

Christine Warren, Executive Director
Kyle Best, Maintenance Director
Officer Michael Favale (Naugatuck P.D.)
Burgess Laurie Jackson
7 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 July Regular monthly meeting held on July 10, 2013 with corrections to month from "April" to "June" on page 1, #5 and page 3, #6.
4. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to approve the Minutes of June Special meeting held on June 18, 2013.
5. Executive Director's Report read by Christine Warren:

Executive Director's Report
July 2013

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

6 Units Leased: 1-Oak Terrace, 2-George B. Lewis I, 3-Congregate
1 Unit Transfer: 1-GBLI
7 Move Outs: 1-Congregate, 3-Oak Terrace, 2-GBLII, 1-Lewis Circle

Section 8 Program

- 2 Move Ins
- 1 Transfer (within Naugatuck)
- 1 Move Out
- 2 Vouchers on the street (Vouchers issued, tenants searching for apartments)

Oak Terrace:

ADA Handicap Grant: ADA Renovations continue at Oak Terrace:

4 Existing Units being remodeled: Cabinets and countertops have been installed in existing handicap units, awaiting sinks and flooring. Grab bars have been installed in bathrooms. Tenants should be transferred back into their units by 2nd or 3rd week of August.

6 (new) Units being completely remodeled: Plumbing, electrical, framing and sheetrock complete, new entry doors installed. Cabinets and appliances being installed, then floors will be installed. All unit remodeling is targeted for completion at the end of August.

Community Room is being painted by Maintenance staff. Cabinets, appliances and flooring are to be installed next, then flooring.

Additional parking in front of Building 4 is in progress. 3 trees were removed, area being excavated. A retaining wall will be installed and then area will be paved.

Another tree at Oak Terrace is being removed by CL&P on August 27, 2013—rain date August 28, 2013. Power will be shut down from Buildings 20-37 for approximately 4-6 hours while tree is removed, as it is dangerously close to power lines.

American Heating Service has completed cleaning all Daiken heat/air conditioning pump units at Oak Terrace—with exception to the 6 units being completely renovated. Once the units are complete, they will return to clean these units.

Robert E. Hutt Congregate:

Contacted three (3) plumbers for price quote on new grease trap for kitchen. Only one of the plumbers was able to quote an exterior grease trap to replace existing trap in kitchen floor. Approximate cost is \$10,000. The job was too big for one contractor, and the other was too busy to bid the job.

Automatic door opener has being installed for door to Congregate Patio which will enable residents who use wheelchairs or walkers to safely access patio area. Electrician is coming to hook up 110 power. Estimated completion: 8/15/2013.

Floors in all hallways, common areas, dining room and kitchen are being stripped and waxed by Jani-King from Monday, August 26 – Wednesday, August 28, 2013 after 9pm each night. Cost: \$1,675.00

Windows are being cleaned inside and out by Galaxie Cleaning on Monday, August 19, 2013. If not completed on Monday, they will finish on Tuesday, August 20. Cost: \$1,300.00

Lewis Circle:

Site work and drainage by Cocchiola Paving is ongoing. Drainage pipes were installed to divert gutter runoff into catch-basins, which should ease, if not eliminate dampness in basements. Rear patios and rear & sidewalks are being prepped and paved by 8/15/2013. Next, front walks and parking pads will be paved, and site will be graded, seeded and hayed. Contractor is anticipating project completion by early to mid-September.

George B. Lewis I & II:

Jim Gallagher and summer helper have been painting railings at GBLI complex and trimming hedges.

Section 8 Program:

Direct Deposit Authorization forms are being mailed to all Section 8 landlords with August HAP (Housing Assistance Payment) checks. Estimated date to begin direct deposit is November 1, 2013.

Miscellaneous:

I attended Public Housing Management training in Hartford from July 22-26, 2013.

Our (5) summer helpers from NOW (New Opportunities) have assisted our Maintenance staff with painting railings and picking up sticks and hedge clippings at Oak Terrace and GBL complexes. Their last day on the job will be August 9, 2013. We will be bringing in pizza for lunch on their last day.

Angela Bucciarelli, our temporary helper from Associates for Training Development (formerly Maturity Works), has completed her time with the program, so she is no longer working in our office. She has worked part-time at the front desk and assisting with various office functions for 4 years as a special

training program funded by the State of CT. We have requested a replacement, but the agency currently has no one available.

Neighborhood Watch meetings for the month of August:

No Neighborhood Watch Meetings will be held in August.

Oak Terrace: tentatively scheduled for Wednesday, September 18, 2013-depending upon Community Room renovation progress.

George B. Lewis I & II: Wednesday, September 25, 2013

Meetings will be held only if Police Dept. is available to attend. A notice will be provided to confirm meeting for both sites.

6. Maintenance Director's Report read by Kyle Best.

**Maintenance Director's Report
July 2013**

- Painted Railings at Oak Terrace and Osborne Road
- Painted benches at Oak Terrace
- Painted Community Room Oak Ter.
- Trimmed Hedges at all locations
- Cleaned parking lot at Oak Ter. (swept, weeded, cleared drains)
- Cleaned out Community Room (Oak Ter.)for renovations and floor abatement
- Installed shelving for nuts and bolts in garage
- Completed 135 Work Orders

Commissioner Taf asked why there were so many air conditioning problems on maintenance call log if systems were just recently serviced. Kyle Best explained that some of the issues were general "wear and tear" and some were battery/remote issues.

Commissioner Taf also complimented Kyle on the vacancy report. The information listed was complete and easy to understand.

7. **Old Business:** None
8. **New Business:** Discussion regarding grease trap replacement at Robert E. Hutt Congregate.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to obtain additional quotes for an exterior grease trap for the Congregate site.

9. **Police Report:** Officer Favale reported on the recent vehicle thefts which have occurred at convenience stores and gas stations. All cars were unlocked and/or keys were left in them. He advised residents to lock their cars at all times, and not to leave keys or valuables in vehicles.

10. **Public Comment:**

MaryAnn Mitchell (Apt 3C) asked Officer Favale about kids that were reportedly passing through complex on skateboards. She recommended that spot lights be installed on front side of building. She also asked if Carol (Hutt site) could get a fan for the kitchen. She also asked if anything was going to be done with clearing brush from hill. Christine Warren informed her that grease trap and hot water system must first be addressed prior to starting and determining funding availability for exterior site improvements. Christine Warren also looking into additional lighting for front of building.

Evelyn Racine (Apt 3G) stated that fan which was in kitchen for cook was moved to front desk by Security Guard. Christine Warren asked residents if temperature in hallways was cool enough. Residents replied that it was.

11. **Commissioner Comments:**

Commissioner Taf provided recent newspaper article indicating Comcast was expanding program to low-income subscribers. Christine Warren stated she would inquire about new savings programs they are offering in area.

Commissioner Fidalgo commented on how quickly the Oak Terrace ADA renovations and Lewis Circle site work are being completed.

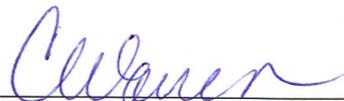
12. **NO MOTION WAS MADE TO GO INTO EXECUTIVE SESSION.**

13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 6:05 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary