

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
October 9, 2013**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, October 9, 2013. The meeting was called to order at 5:06 p.m. by Chairperson Swanson. Said meeting was held at Oak Terrace Community Room, 53 Conrad Street, 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
Lt. Bryan Cammarata, Naugatuck P.D.
Officer Michael Favale, Naugatuck P.D.
12 Residents

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to approve the Minutes of September Regular monthly meeting held on September 11, 2013.
4. Executive Director's Report read by Christine Warren:

*Executive Director's Report
September 2013*

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

4 Units Leased: 2-GBLI, 1-Oak Terrace I, 1-Congregate
3 Unit Transfers: 3-Oak Terrace (Handicapped tenants moved back into renovated apartments)
1 Move Out: 1-GBLII

Section 8 Program

1 Move In
6 Transfers (within Naugatuck)
1 Move Out
11 Vouchers on the street (Vouchers issued, tenants searching for apartments)

Oak Terrace:

ADA Handicap Grant: ADA Renovations nearly complete at Oak Terrace.

Awaiting Certificates of Occupancy for the 6 fully renovated handicap units from Naugatuck Building Department. Upon receipt, these units will be leased up.

Community Room renovations are complete. 2 couches and a chair/ottoman were donated by Pilgrim Furniture. A letter of appreciation is being sent.

The new parking area in front of Building 4 has been paved, and surrounding area graded and seeded. All additional parking spaces are complete and affected areas seeded and graded.

We are in the process of looking at exterior lighting at Oak Terrace. Bulbs are being replaced, and we are looking into additional lighting behind Bldg. 25 (off laundry room).

Robert E. Hutt Congregate:

Grease Trap Replacement: We are still working on gathering quotes and consulting with engineers to ensure that our specifications are accurate and the best possible route of replacement is taken.

We are working on having additional “flood” lighting installed around vestibule at front of Hutt building. Tenants have expressed concern with outside entryway being too dark.

Lewis Circle:

Site work is complete. New patios, sidewalks and driveways installed throughout Lewis Circle and affected areas seeded. Contractor will be painting lines in parking areas this week. Then, we will be doing a final walk-through inspection.

George B. Lewis I & II:

Neighborhood watch meeting held at George B. Lewis I & II sites on Wednesday, September 25, 2013. Lt. Cammarata, Officer Favale and I attended. No residents attended the Osborn Road meeting. Eight residents attended the GBL II meeting.

Section 8 Program:

Rosa Mejia, Section 8 Program Manager is on leave until approximately November 4, 2013. In the meantime, Christine Warren is covering the Section 8 program.

Miscellaneous:

I am working on Agency Plan with Steve Ball for upcoming year. A Public Hearing is scheduled for October 30, 2014 at 4pm at Ida Street office. Public is welcome.

I am also working on 2014 budget with John Sullivan, Accountant. Budget will be submitted to Board of Commissioners and a special meeting scheduled to discuss proposed budget.

A Job Description was created for a Part-Time Office Assistant, per NHA Boards' vote at September 11, 2013 meeting. The position is being posted internally by NHA for 3 days. It will then be published in the Waterbury Republican Newspaper and NAHRO week ending October 12, 2013.

NHA office has received a new "Training Volunteer" from Associates for Training. Susan Leo is a local resident re-joining the workforce. She is being trained to answer phones and assist at the front desk. She also assists in copying, faxing and shredding. NHA does not pay for her services. Associates for Training pays her through their program, and we are the "host" worksite.

Neighborhood Watch meetings for the month of October:

Oak Terrace: Wednesday, October 16, 2013

After Executive Director's Report was read, Commissioner Taf asked Christine Warren if she was able to obtain any additional quotes for grease trap. Christine Warren explained that of the 4 plumbing/heating contractors contacted; only 1 was interested in quoting the outdoor trap. Others were too busy or the exterior grease trap was too large of a job for them. Commissioner Taf and Commissioner Swanson asked Christine Warren to contact the contractors again to obtain indoor trap quotes. Will review/discuss at next meeting.

Commissioner Taf asked if meeting could be scheduled to discuss audit results. Christine Warren said she will contact the accountant to set up a meeting.

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

**Maintenance Director's Report
*September 2013***

- Moved Furniture back into community room after remodeling project completed.
- Spread leftover dirt from parking lot construction throughout Oak Terrace to repair grass
- Finished Trimming Hedges at all locations

- Completed 75 Tickets (Work Orders)
- Cleaned and Painted 12 Units (1-Lewis Cir, 2-Osborne, 9- Oak Ter.)
- Painted Railings at GBL (Osborne)
- Cleared overgrown brush behind Congregate
- Painted light fixtures at Oak Ter. Community room
- Mowed lawns at all locations twice each
- Repaired drain pipe outside Oak Ter. community room, planted grass placed 2 water heaters at Oak Ter. (33-A, 34-F)

Commissioner Taf commented that she thinks it is great that so many apartments are being painted and ready to lease.

6. **Old Business:** None
7. **New Business:** None
8. **Police Report:** Lieutenant Cammarata reported that there approximately 29 Police/Ambulance calls for Oak Terrace during the month of September. Most were ambulance calls or door checks by Police. He alerted residents of recent phone scams where residents receive calls stating a family member is kidnapped and requested to send money. He instructed residents to contact the police immediately, and not to send money until the call has been investigated. He also discussed the Community TRIAD programs to the residents, where police and businesses work together to protect the elderly, children and special needs individuals. He will provide literature and discuss in more detail at Neighborhood Watch meeting to be held on Wednesday, October 16, 2013.

9. **Public Comment:**

Edna Talmadge, (32A) stated that during heavy rains, water runs out of her building gutter and floods the sidewalk. She is concerned about residents slipping on the ice when it freezes in the winter. Kyle Best, Maintenance Director, will look into the problem.

Claudette Soden (3B) reminded Commission that she is still waiting for Commissioner's response regarding whether free WIFI can be offered to residents of Oak Terrace. Christine Warren explained that she has been looking into pricing for all locations. Commission will discuss and respond when all information is obtained.

George Bundock (3A) supplied paperwork to the Board with router options for the WIFI. Commission thanked him for supplying the information, and will look into the WIFI issue.

Theresa Guisti (7B) asked if residents could park in new parking area in front of Building 4. Christine Warren told her that she could park there, but that contractors would be coming back to paint lines. She will not be able to park there on that day. Christine Warren will advise when the contractors are coming back to site. Christine Warren asked residents to please not park in front of Community Room on Election Day, November 5, 2013 from 6am-8pm. This area must be kept open for public voting.

Margaret Rapp (22A) asked if she could park there when she comes to Community Room to vote. Christine Warren said she definitely could, as long as she moves her car afterward.

William Hulburt (13E) stated that he has noted drainage problems at Oak Terrace as well. He also stated that his checks are being cashed days after being mailed to the Housing Authority office. Christine Warren explained that staff goes to the bank once per week, usually. She also stated that she is unaware of any regulations governing how quickly a check must be deposited into the bank. She will research the issue and respond to Mr. Hulburt.

10. **Commissioner Comments:**

Commissioner Swanson informed residents that there will be a ceremony to show the newly renovated handicapped accessible units to the press and politicians on October 29, 2013 at 3pm. She warned that there may be extra cars and traffic throughout complex due to the ceremony, and didn't want residents to be alarmed.

11. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to adjourn the meeting at 5:52 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary