

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
December 11, 2013
(REVISED 1/8/14)

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, December 11, 2013. The meeting was called to order at 5:00 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
Joan B. Taf, Vice-Chair
Maria Fidalgo, Treasurer
Helen Borbas, Vice-Treasurer

9 Residents

Others:

Christine Warren, Executive Director
Kyle Best, Maintenance Director
~~Lt. Bryan Cammarata, Naugatuck P.D.~~
Officer Michael Favale, Naugatuck P.D.
Deputy Mayor Tamath Rossi
Laurie Jackson, Burgess Liaison

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to approve the Minutes of the November 13, 2013 Regular Meeting and the November 26, 2013 Special Meeting.
4. Executive Director's Report read by Christine Warren:

Executive Director's Report
November 2013

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

6 Units Leased: 1-GBLI, 1-Congregate, and 4-Oak Terrace
5 Unit Transfers: 5-Oak Terrace
3 New Vacancies: 2-GBLI, 1-Lewis Circle

Section 8 Program

6 Move-Ins
2 Transfers (within Naugatuck)
15 Vouchers pending-tenants searching for apartments

Oak Terrace:

Received approval from State of Connecticut Department of Housing for \$250,000 predevelopment grant. I am working with Steve Ball of J. D'Amelia & Associates to obtain historical complex paperwork, requesting environmental testing and architectural plans.

ADA Handicap Grant:

Tenants have been moved into 7 out of the 10 newly renovated handicap accessible units. 3 Units required correction to the paved ramp at doorway, resolved on 12/4/2013. We are awaiting approval from Borough Building Dept.

Robert E. Hutt Congregate:

Grease Trap Replacement: I am still awaiting additional "interior trap" quotes. It appears that most of the plumbing/heating contractors are busy with heating issues, and have not yet submitted quotes.

A flood light was installed in front of entryway to illuminate sidewalk area in front of building. This will enable the residents and guard to see who is approaching building.

Contacting heating contractors to get quotes on stand-alone hot water system.

Electrician has ordered 2 more flood lights to illuminate front sidewalk and parking area. They will be installed 2nd week of December.

Lewis Circle:

Site work is complete at Lewis Circle, and parking lines have been painted. A walk-through inspection was performed on Monday, November 18. All work has been completed to satisfaction—with exception to some of the seeded areas being sparse. The contractor will be paid all funds except for a small retainer to be held until areas are re-seeded in spring 2014.

Section 8 Program:

Rosa Mejia (Section 8 Program Manager) returned to work in November. Congratulations on her new Baby Girl.

Miscellaneous:

2014 Budget was reviewed and approved by the NHA Board of Commissioners on Tuesday, November 26, 2013.

I am waiting for final quotes for 2 used vehicles. One used truck for Oak Terrace Maintenance, and one used All-wheel drive vehicle for NHA office.

Maintenance Staff and Bernice Bakstis attended a UPSC (Uniform Physical Standards Condition) inspection training held in Waterbury.

Neighborhood Watch meetings for the month of December:

Oak Terrace: Wednesday, December 18, 2013, 5:00pm-Community Room

Commissioner Taf asked Christine Warren if she had looked into Call-For-Aid system for George B. Lewis Complex, per her request in November meeting. Christine Warren informed her that she has approached one company so far to view site and provide a quote.

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

**Maintenance Director's Report
November 2013**

- Replaced brake lines/Brakes and gas tank strap on Dodge Truck at GBL
- Put leaf box on truck
- Finished leaves at all locations
- Repaired bearings on riding leaf blower
- Prepared plows and sanders for snow
- Cleaned and Painted 4 Units. 3 Osborne, 1 Oak Ter.
- Completed 92 work orders
- 15 After hours calls 7 required no dispatch

Commissioner Taf complemented the quick turnover of George B. Lewis apartments. She also inquired about a work order listing 52 hours on the Monthly work order report. Kyle Best will research and respond.

6. **Old Business:** None

7. **New Business:**

Election of the Officers of the Naugatuck Housing Authority, Board of Commissioner for the 2014 Term.

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to nominate Theresa Swanson as “Chairperson” for the 2014 term. Commissioner Swanson accepted.

VOTED: Unanimously on motion by Commissioner Swanson and seconded by Commissioner Borbas to nominate Joan B. Taf as “Vice-Chair” for the 2014 term. Commissioner Taf accepted.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to nominate Maria Fidalgo as “Treasurer” for the 2014 term. Commissioner Fidalgo accepted.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to nominate Helen Borbas as “Assistant Treasurer” for the 2014 term.
Commissioner Borbas accepted.

Deputy Mayor Tamath Rossi spoke to residents about TRIAD, a local organization which strives to keep citizens safe and aware of current scams and/or crime in the area.

She explained the “Yellow Dot Program”. Flyers will be provided to residents early in 2014.

8. **Police Report:** Office Michael Favale reported that there were no serious issues at the complexes during the last month. He reminded residents to be careful when shopping, not to leave bags visible in vehicles, and not to carry more cash than they need.

9. **Public Comment:**

Patricia Stoddard (1H) said that she had an issue at night in parking lot. Person(s) in nearby car were yelling to her. She was nervous walking through parking lot, and guard did not come out to meet her.

MaryAnn Mitchell (3C) said that next door neighbor was cooking and smoke alarm went off her unit. Christine Warren and Kyle Best will research with alarm company.

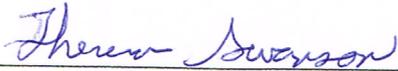
10. **Commissioner Comments:**

Commissioner Taf thanked Deputy Mayor Rossi for attending the meeting and explaining the TRIAD program to residents. She wished all residents a Merry Christmas and Happy New Year.

Commissioner Fidalgo wished everyone a safe and happy holiday.

11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to adjourn the meeting at 5:40 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary