

**NAUGATUCK HOUSING AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**(REVISED 7/10/13)**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, June 12, 2013. The meeting was called to order at 5:06 p.m. by Chairperson Swanson. Said meeting was held at Oak Terrace, 53 Conrad Street in the 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  
Lt. Bryan Cammarata (Naugatuck P.D.)  
Officer Michael Favale (Naugatuck P.D.)  
Burgess Laurie Jackson  
6 Residents

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Taf to approve the Minutes of May monthly meeting held on May 8, 2013 and minutes for Special Meeting on May 29, 2013—with correction to “Meeting Date” from March 27, 2013 to May 29, 2013.
4. Executive Director’s Report for April read by Christine Warren:

*Executive Director’s Report*  
*May 2013*

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

**Move-Ins, Move-Outs and Transfers:**

*Public Housing (NHA Properties)*

3 Units Leased: 1-Oak Terrace, 2-George B. Lewis II  
0 Unit Transfers:  
6 Move Outs: 2-Congregate, 3-George B. Lewis I, 1-Lewis Circle

## *Section 8 Program*

0 Move Ins  
2 Transfers (within Naugatuck)  
1 Move Out  
6 Vouchers on the street (Vouchers issued, tenants searching for apartments)

### **Oak Terrace:**

ADA Handicap Grant: ADA Renovations have begun on the 6 units to be fully remodeled. Units have been gutted. Plumbing work is currently being done. Re-framing of units will begin within 2 weeks. Kyle Best, Bernice Bakstis, and I have been meeting with the contractor and architect every two weeks for updates.

We are still having issues with call-for-aid & fire alarm monitoring system for Oak Terrace. There are still communication errors due to wiring problems and past lightning strikes. Evaluating system and consulting with other Housing Authorities for alternatives and funding options.

The monthly Neighborhood Watch Meeting was held on May 15, 2013 at Oak Terrace. There were no urgent issues, and Officer Favale informed residents that police have been increasing patrols with the onset of nice weather.

Obtained 3 quotes for asbestos abatement of 7 vacant units at Oak Terrace. We are planning on abating older units upon vacancy if flooring is in need of replacement. Currently obtaining flooring quotes so that work can begin.

Obtaining quotes for 2 new garage doors at Oak Terrace. Existing doors severely warped due to weather & age. Two quotes received so far, awaiting third.

### **Robert E. Hutt Congregate:**

Obtaining quotes for new grease trap for congregate kitchen. Met with 2<sup>nd</sup> contractor at site to evaluate & measure. Seeking 3<sup>rd</sup> quote to meet procurement requirements.

Also Obtaining quotes to convert patio door to handicap accessible so that residents in wheelchair are able to enter and leave the patio area safely.

Met with Earthlight Energy Conservation Solutions and Secure Energy at Congregate site to request an energy audit of facility. Lights, heating & hot water system and electrical usage are all being evaluated. Awaiting feedback and recommendations.

### **George B. Lewis Complexes:**

Attended Memorial Day Ceremony at George B. Lewis II site on Saturday, May 25, 2013. The event was sponsored and hosted by GBL resident Juel Brinchman. There was a flag raising ceremony and a tribute to the resident and local veterans. Despite the weather, it was a great turnout.

GBL II buildings were sprayed a 2<sup>nd</sup> time for carpenter bees by Envirocare Pest Control. Due to excessive bees, which are common at this location, a second treatment was required.

Neighborhood Watch Meeting was held at George B. Lewis I & II on Wednesday, May 22, 2013. Next meeting at this site will be September 25, 2013 per resident's request.

### **Lewis Circle:**

Maintenance staff worked diligently during the month of May preparing for Lewis Circle federal (REAC) inspection. Rosa Mejia and I performed re-inspections of units to ensure they were ready for inspection. Inspection date scheduled for June 6, 2013. Results will be sent by HUD in the following weeks.

### **All Complexes:**

Two new walk-behind lawn mowers were purchased from Schmidt & Serafine of Waterbury, one for Oak Terrace, and one for George B. Lewis complexes. Procurement was followed, and Kyle Best visited dealers to evaluate equipment and determine the best equipment for the quoted prices. These lawn mowers are much faster and maneuver hills much better than ride on mowers.

Commissioner Fidalgo and I met with Secure Energy to evaluate current electric rate for electric bills paid by NHA. They are evaluating our spending and will provide a recommendation of providers and competitive rates.

*Commissioner Miller would like to review the rates offered by Secure Energy.*

Bernice Bakstis, Public Housing Manager and I met with Attorney Franklin Pilicy at Ida Street office to review current leases, tenant selection policy, and Admissions and Continued Occupancy. We are in the process of updating all leases and policies, and synchronizing with current federal and state requirement.

I met with FEMA representatives twice during the month. Additional paperwork for reimbursement of 2013 blizzard expenses was completed. Also curbing at

Oak Terrace, Congregate, and GBL site were measured. (Lewis Circle does not apply, as proposed site renovations include curbing). FEMA will determine a monetary value and provide us with the funds to repair affected areas.

**Miscellaneous:**

Comcast will be sponsoring a “Coffee Hour” at Oak Terrace Community Room on Thursday, June 13, 2013 from 1-3pm. Residents are invited to bring their current cable bills and receive a free evaluation and possible cost-saving plan.

*Commissioner Miller suggested that AT&T be invited to Oak Terrace to offer cost savings to residents.*

***Neighborhood Watch meetings for the month of June:***

Oak Terrace-Community Room: Wednesday, June 19, 2013 at 5:00 pm.

All residents are invited to attend.

5. Maintenance Director’s Report for April read by Kyle Best.

**Maintenance Director’s Report**  
***May 2013***

- Painted Garage doors on lower garage
- Completed repairs at Lewis Circle for Yearly inspection
- Added topsoil and planted grass in front of building 13 Oak Terrace
- Raked and planted grass in front of building 19
- Repaired lighting on Lamp posts at Osborne and Congregate
- Powerwash deck outside Osborne Rd. Community Room
- Painted Utility room doors
- Cleaned and Painted 4 Units (3 Oak Ter., 1 Congregate)
- Moved light sensors at multiple locations to avoid lights staying on during day.
- Completed 148 Work Orders (Tickets)

6. **Old Business:** None

7. **New Business:** None

8. **Police Report:** Lt. Cammarata reported to residents that there were minimal police calls for the month of May for the complex. He said that residents have been calling

in suspicious activity, for which he commended them. All calls were investigated. He asked the residents to continue calling in any suspicious activity. He also spoke about recent “purse snatching” at Stop & Shop, says this was an isolated incident. He also said that he will address the issue of solicitation permits being collected and recorded at Police Department at next Police Commission Meeting.

9. **Public Comment:**

Chris Meyers (21F) asked that a trip hazard in front of his building be investigated and repaired. *Kyle Best responded that he will check for trip hazard.*

Edna Talmadge (32A) asked if residents are allowed to bury deceased animals on property. *Commissioners replied that it is not acceptable and that she should contact office if she has any information about such.*

Julio Ramos (21C) stated that there are a lot of pot holes on property. *Christine Warren explained that Kyle is in the process of evaluating all potholes for repair. Repair has been delayed due to excessive rain.*

Edna Talmadge (32A) said that she put in Maintenance ticket for gap in sidewalk

Chris Meyers (1F) said that his screen door won't stay open. *Christine Warren asked him to call the office in the morning and place a maintenance request.*

Bill Hulburt (13C) wanted to let the Commission know how hard Maintenance Dept. has been working to keep the complexes looking nice. He also said that Debbie Besaw, the Resident Service Coordinator was extremely helpful and hardworking.

Anna Witkoski (10C) asked if laundry rooms are only open certain hours. She thought she saw a sign by Community Room laundry stating open 7-7? *Kyle Best said that he will check for a sign. Commission informed her that there are no set hours for laundry rooms.*

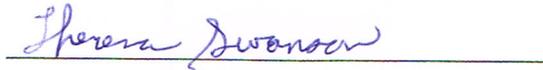
10. **Commissioner Comments:**

*Commissioner Miller commended Police Department for following up on the Board's recent inquiries and discussions in past meetings with respect to solicitation permits. She appreciates the Police Department and Housing Authority working together for the safety of the Community.*

11. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Fidalgo to recess to Executive Session at 5:58pm.

12. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Fidalgo to come out of Executive Session at 6:29 pm.
13. **VOTING EMANATING FROM EXECUTIVE SESSION:**  
**VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Taf to keep the NHA holiday schedule the same.
14. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Taf to adjourn the meeting at 6:30 pm.

Respectfully submitted,



Theresa Swanson  
Chairperson



Christine Warren  
Executive Director/Secretary