

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
March 13, 2013**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, March 13, 2013. Meeting was called to order at 5:06 p.m. by Vice Chairperson Miller. Said meeting was held at the George B. Lewis I Complex located at 71 Osborn Road (Community Room).

The following were in attendance:

COMMISSIONERS:

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.)  
6 Residents

2. Commissioner Miller 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 January monthly meeting held on January 9, 2013 with amended December minutes and monthly Executive Director & Maintenance reports attached.
4. **Executive Director's Report for January and February read by Christine Warren:**

*Executive Director's Report  
January 2013*

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

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

**Public Housing (NHA Properties)**

2 Units Leased: Oak Terrace: 1 unit, Lewis Circle: 1 unit  
2 Unit Transfers: Oak Terrace  
1 Move Out: Oak Terrace

## **Section 8 Program**

1 Transfer (within Naugatuck)  
1 Move out

### **General:**

Hand sanitizers were installed in Lobby areas of all facilities and Ida Street office to aid in flu prevention.

2013 Budgets were completed and approved by Commissioners on January 30, 2013

Obtaining quotes for 2 new pickup trucks for Maintenance (to replace Maintenance Director's car—inoperable, and 1 maintenance truck—body severely rusted).

### **Oak Terrace:**

Attended Pre-bid walk-through for Oak Terrace ADA Upgrades. Contractors were given the opportunity to view and measure units selected for remodeling.

Six units were damaged due to attic pipes bursting on January 23-25<sup>th</sup>, during extreme cold weather. Insurance adjuster viewed affected units on January 31, 2013. We are awaiting scope of work from adjuster.

### **Congregate:**

Seeking bids for floor waxing: one bid obtained, 2-3 more due by 2/15/13.  
Fire Marshall held an "Emergency Plan" meeting at Congregate with tenants, Linda Peck (Resident Service Coordinator) and Bernice Bakstis (Public Housing Manager) on January 15, 2013.

Held pre-bid walk-through for cleaning services bidding on Congregate cleaning contracts. Contractors were able to view facilities and units to derive cleaning prices. Bids are due February 15, 2013.

## *Executive Director's Report February 2013*

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

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

## **Public Housing (NHA Properties)**

5 Units Leased: Oak Terrace

1 Unit Transfer: Oak Terrace

3 Move Outs: 2-Oak Terrace, 1-George B. Lewis II

## **Section 8 Program**

1 Move In

3 Transfers (within Naugatuck)

2 Move Outs

5 New Vouchers Issued

## **Blizzard: February 8-9, 2013**

Due to heavy snow which fell during Storm Nemo, the State of Connecticut was declared a "State of Emergency". NHA had to hire additional equipment to open complexes and move snow in addition to laborers for shoveling.

## **Oak Terrace**

**ADA Handicap Grant:** Bids received for ADA Upgrades. BRD Builders, located in Hartford Connecticut was low bidder: \$478,880. Work estimated to begin in April 2013.

Received settlement from Housing Authority Insurance Group for 4 units damaged due to attic pipes bursting on January 23-25<sup>th</sup>, during extreme cold weather. Amount received to date from insurance: \$10,546.23 Estimated cost to repair: \$30,546.23 (\$5000 deductible applies to per building/per day of occurrence.)  
Obtaining quote from BRD Builders. They will be on-site for ADA renovations.

## **Congregate:**

Floor waxing bids are in. Low bidder is Jani-King. Contacting references prior to hiring.

New generator was installed. There were issues with a turbo on the engine and the transfer switch (panel which switches generator on automatically in event of power failure). Northeast Generator is currently working on all repairs. The generator warranty being extended from 2 to 5 years to compensate for malfunction of turbo.

## **All Complexes**

Debbie Besaw, RSC for Oak Terrace and Weid Drive brought to my attention that laundry fees differ between Oak Terrace and George B. Lewis complexes. I inquired with Mac-Gray Laundry and they are researching and getting back to me.

5. **Maintenance Director's Report for January and February read by Kyle Best.**

January 2013

- 113 Tickets completed
- Move Tenant from 4-F to 2-A Oak Ter. For handicap rehab project
- Replace Vent on Congregate roof
- Cleaned Utility rooms Oak Terrace
- Paint window sills Congregate Hallway near garbage rooms
- Replaced water heater in unit 18-E Oak Terrace
- Replaced water heater in unit 16-A Oak Terrace
- Repaired 5 Broken Pipes in 4 Units Oak Terrace
- Snow Removal 4 days, Sanded 2 Days
- Rehab 2 Units, 1-B Congregate, 21-C Oak Terrace, 49 Lewis Cir.
- Removed fallen tree from Weid Dr. (blown over 1/30/13) no damage to property
- Cleaned lower garage
- Repaired 2 snow blowers (broken gears, 2 broken drives)
- Replaced sink in Bldg. 20 Men's room
- 14 After hours call outs

February 2013

- 104 Tickets completed
- Moved 23-F to 7-A Oak Terrace for Unit rehab
- Snow removal 2/9, 2/10, 2/11, 2/12, 2/13, 2/16
- Replaced power steering pump in Jimmy's truck
- Repaired 4 Snow Blowers due to Blizzard
- Removed furniture from 28-E due to bed bugs
- Replaced water heater in 22-F Oak Terrace
- Removed leaf box from truck in order to use truck year round
- Changed Oil in leaf truck
- Assembled 6 Chairs for Congregate lobby
- 10 After hours call outs

6. **VOTED:** Unanimously on motion by Commissioner Joan Taf and seconded by Commissioner Fidalgo to add "Police Comments" to agenda after item #6 "New Business".

7. **Police Report:** Lt. Bryan Cammarata reported that the Police Department had a very busy day. There were gunshot sounds reported near Andrew Avenue School, which prompted a lock-down. It was discovered later that the sounds were fireworks.

He also warned residents of a recent car scam in which scammers hit victims. They then ask the victim for money instead of calling the Police. He informed tenants that they should always contact the Police for any motor vehicle accidents. It is imperative to have a Police Report, and the Police officer would serve as a witness.

He also updated residents about recent car burglaries. Reminded everyone to lock their car and apartment doors. All residents should call if they see any suspicious activity, someone at their door at night, or if they hear anything—anytime, day or night.

8. **Public Comment:**

Mabel Herring (1E-Osborn) and John DiBaise (5M-Osborn) stated they parked in visitor parking prior to blizzard, per Jim Gallagher's instructions and were plowed in by the Borough plow trucks. They will park in their normal parking spots from now on. They paid private shovelers to clean off cars.

Mr. DiBaise (5M-Osborn) also commented that too much snow was left behind his car (almost 6 feet), for him to shovel. He asked if we could please have the Maintenance staff plow closer to the cars.

Vickie Rodrigues (2C-Osborn) asked if we could get a discount rate for cable. She said her cable bill is very high. When she was in Seymour Housing, she only paid \$6 per month for cable. She asked Executive Director Christine Warren to check with Seymour housing for details of their cable arrangements.

Tenants expressed concern about washers and dryers. They are getting old, and one or more is always out of service. Christine Warren will contact Mac-Gray Laundry service to see how old the machines are & if we can upgrade. Commissioner Miller asked Christine to check with other Washer/Dryer rental companies for prices.

John DiBaise (5M-Osborn) would like to start a Community Garden on the complex. He would also like a Community Room Request form. He also asked if he could contact the Housing Authority via email. Commissioner Miller suggested adding email addresses to letterhead.

9. **Commissioner Comments:**

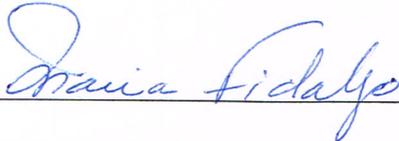
Commissioner Taf wished everyone a Happy St. Patrick's Day and Happy St. Joseph's Day!

She asked for copies of waiting list(s) for all complexes.

Commissioners Miller and Taf asked that Maintenance Vacancy Report be edited to include three new fields: Vacant Date, Date rent paid through and Complete/Finish date.

10. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to recess to Executive Session at 6:37 pm.
11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to come out of Executive Session at 7:51 pm.
12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to terminate Cleaning Contract with All American Office Cleaning LLC. Effective immediately (3/14/2013) as a result of non-performance, pursuant to Section 4.2 of Cleaning Contract.
13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to accept Congregate cleaning bid from Dubuque Cleaning in the amount of \$1,600 per month. Contract to be effective Monday, 3/18/2013.
14. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to agree for NHA to pay an additional \$55,880 towards ADA Renovations to cover amount over-budget of Grant to complete additional parking for Oak Terrace.
15. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Fidalgo adjourn the meeting at 8:10 pm.

Respectfully submitted,



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Maria Fidalgo  
Treasurer



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Christine Warren  
Executive Director/Secretary