

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 12, 2014**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, February 12, 2014. The meeting was called to order at 5:05p.m. by Vice Chairperson Taf. Said meeting was held at Oak Terrace Complex, Community Room, 53 Conrad Street in Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Joan B. Taf, Vice-Chair
Maria Fidalgo, Treasurer
Helen Borbas, Vice-Treasurer
Juel Brinchman, Tenant Commissioner

Others:

Christine Warren, Executive Director
Kyle Best, Maintenance Director
Laurie Jackson, Burgess Liaison
Lt. Bryan Cammarata, Naugatuck P.D.

3 Residents

2. Commissioner Taf led the Pledge of Allegiance to the Flag.
3. Commissioner Taf introduced the Boards' newly appointed Tenant Commissioner, Juel Brinchman, who resides at George B. Lewis II Complex.
4. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to approve the Minutes of the January 8, 2014 Regular Meeting and January 13, 2014 Special Meeting.
5. Executive Director's Report read by Christine Warren:

***Executive Director's Report
January 2014***

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)

5 Units Leased: 1-GBLI, 4-Oak Terrace
2 Unit Transfers
5 New Vacancies: 4-Congregate, 1-Oak Terrace

Section 8 Program

No Move-Ins
2 Transfers (within Naugatuck)
1 Move-out
5 Vouchers pending-tenants searching for apartments

Oak Terrace:

Submitted Grant Application to State of CT Dept. of Housing on January 15, 2014. We are requesting modernization funds to renovate Oak Terrace kitchens, bathrooms, sewer lines, parking lots and sidewalks, and new furnace for Community Room.

George B. Lewis II Complex:

Steve Ball of J. D'Amelia & Associates and architect viewed George B. Lewis II (Weid Drive) kitchens and boiler rooms, as we prepare for renovations included in agency plan. This work will be paid from capital funds, and was included in 2014 budget.

Robert E. Hutt Congregate:

Two of the plumbers contacted for interior grease trap quotes had recommended 2 different grease trap models and sizes. I contacted a representative from Diversified Sales Co., who is a local manufacturer of Automatic Grease Traps. They examined current grease trap and provided specifications for recommended grease trap (Bid Dipper Automatic Grease Trap System). They confirmed that this model conforms to current Health/Building code requirements. The estimated price for the grease trap is \$2,875.00. We will also need to install a strainer, estimated \$1,500.00 per manufacturer. The existing garbage disposal will need to be removed and the old grease trap will need to be pumped, filled and sealed. Specifications are being submitted to local plumbers to obtain quotes.

Section 8:

Rosa Mejia, Section 8 Program Manager and I attended a "Lead Paint Abatement" training seminar at the Greek Church in Waterbury on January 16, 2014. The training was sponsored by NauVel (Naugatuck Valley Emends Lead Hazards Program). They discussed updated requirements with respect to lead paint abatement and contractor licensing requirements, pertaining to rental properties in our district.

Miscellaneous:

We are in the process of updating the congregate lease and applications, per legal advice. Previous language contained in the documents does not comply with fair-housing standards, and our attorney recommended edits. The revised documents are being reviewed by our attorneys and will be enforced upon approval.

Tom Burns from NHA Maintenance Department had ankle replacement surgery in late January. He will be recovering for 3-4 months.

Oak Terrace annual re-certifications are underway. Bernice Bakstis and Mike Mormile, along with help from Debbie Besaw, Resident Service Coordinator are gathering documentation from tenants. Rent adjustments will be effective for May 1, 2014.

There will be no Neighborhood Watch meetings for the January-March 2014

Commissioner Taf clarified to the meeting attendees that the grease trap discussion was a continuation from September 2013 meeting. The Board was exploring an "exterior" grease trap for Robert E. Hutt Congregate site. But due to scope of work and lack of contractors bidding, they requested additional "indoor" grease trap quotes.

Commissioner Taf also asked Executive Director Christine Warren when new truck and car would be lettered. Christine Warren replied that she wasn't sure if they should use magnetic signs or decal. Commissioner Taf and Burgess Liaison Laurie Jackson recommended decal rather than signs, as signs may fall off. Kyle Best said Signcraft can do decals, but we must wait until weather gets warmer.

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

Maintenance Director's Report *January 2014*

- Replaced Maintenance truck Oak Terrace
- Snow Removal 5 days (1/3, 1/10, 1/22, 1/26, 1/29)
- Replaced paddles on 2 Snow Blowers
- Replaced flood light on Bldg. 20 Oak Ter.
- Replaced 2 Water Heater (Oak Terrace)
- Painted Kitchen area at Osborne
- Repaired 1 broken pipe Oak Ter. vacant unit 5-A
- Cleaned and Painted 9 Units (2 Osborne, , 2 Cong, 2 Lewis Cir., 3 Oak Ter.(2 held for abatement)
- 16 After Hours tickets (7 No dispatch)
- 133 Work Orders

7. **Old Business:** None
8. **New Business:** None
9. **Police Report:** Lt. Cammarata reminded residents of recent Water Company scam where individuals posed as Water Company employees and attempted to enter apartments. He reminded all residents to ask for ID, and if they have any doubts, do not let the person in, and call the police department. The Police Dept. will verify if the person is a valid Water or Utility company worker.

Lt. Cammarata also warned residents that storm coming Thursday was predicted to be very bad. He asked that they stay home and safe during storm.

10. **Public Comment:**

Margaret Rapp (22A) said that her sidewalk is very icy.
Julie Ramos (21C) said that part of his sidewalk was not shoveled.
Maintenance Director Kyle Best will check both issues.
Executive Director Christine Warren instructed residents to contact office immediately in these cases, so that staff can be dispatched to resolve issue.

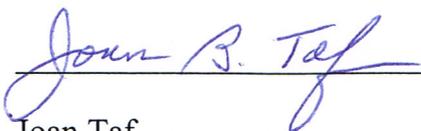
11. **Commissioner Comments:**

Newly appointed Tenant Commissioner Juel Brinchman said that he is happy to be on the NHA Board of Commissioners and that he hopes he will be helpful to tenants and the Board.

Commissioner Taf wished everyone a Happy Valentine's Day and reminded everyone to stay safe and warm during the impending snow storm.

12. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn the meeting at 5:35 pm.

Respectfully submitted,



Joan Taf
Vice Chairperson



Christine Warren
Executive Director/Secretary