

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

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, March 12, 2014. The meeting was called to order at 5:00p.m. by Vice Chairperson Taf. Said meeting was held at George B. Lewis I Complex, Community Room, 71 Osborn Road 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.  
Officer Michael Favale, Naugatuck P.D.

9 Residents

2. Commissioner Taf led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to approve the Minutes of the February 12, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

*Executive Director's Report*  
*February 2014*

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)*

1 Unit Leased: 1-GBLI  
3 Unit Transfers: 1-Lewis Circle, 1-Oak Terrace, 1-GBL  
3 New Vacancies: 1-GBL1, 1-Congregate, 1-Oak Terrace

*Section 8 Program*

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

## **George B. Lewis I & II:**

Plans and testing for kitchen remodel and boiler replacement at GBLII (Weid Drive) continues. Plans and specs will be prepared so that work can go out for bid.

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

Annual re-certifications effective July 1, 2014 are being performed. They need to be done well in advance, as rental payment amounts are reported to CHFA for subsidy approval in May.

We currently have 5 vacant units at Congregate. We have advertised in local newspapers, and are now outreaching to minority newspapers to comply with Fair Housing Requirements.

## **Section 8:**

Rosa Mejia, Section 8 Program Manager held a new voucher orientation. Seven families from the existing waiting list were issued vouchers. We are currently up to #325 on our original list of 500 applicants.

## **Miscellaneous:**

Tom Burns from NHA Maintenance Department is still recovering from ankle surgery in January. He is starting therapy in March. He is hoping to return to work in April or May.

### **Neighborhood Watch Meetings will resume in May when weather improves.**

*Vice Chairperson Taf asked if we have advertised the Hutt apartments in any local newspapers. E. D. Christine Warren stated that ads were posted recently in the Citizens News and on Comcast Channel 10.*

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

### **Maintenance Director's Report**

*February 2014*

- Snow Removal 9 days (2/3, 2/4, 2/5, 2/6, 2/10, 2/13, 2/14, 2/16, 2/18)
- Sanded walks all locations 5x (2/7, 2/14, 2/16, 2/18, 2/20)
- Replaced belts on 2 Snow Blowers
- Replaced Bulbs on Lamp posts (2 Oak Terrace, 3 Weid)
- Replaced Circulator pump and motor at Congregate
- Cleaned and Painted 4 Units (2 Oak Terrace, 2 Congregate)
- 15 After Hours tickets (2 No dispatch)
- 85 Work Orders

*Vice Chairperson Taf asked Maintenance Director Kyle Best why there were so many units vacated at Hutt location recently.*

*E. D. Christine Warren stated that 3 tenants were moved to nursing home facilities.*

*Vice Chairperson Taf asked if new car/truck would be lettered soon. Kyle Best is getting quotes.*

*Vice Chairperson Taf said that there were work orders for toilet paper and paper towels in laundry room restrooms, and asked who is responsible for filling these items.*

*Maintenance Director Kyle Best said that Maintenance staff will refill these items weekly when emptying garbage in laundry and restrooms.*

*Commissioner Brinchman asked if all work orders listed on monthly report were complete. Kyle Best informed him that they are all complete.*

6. **Old Business:** None

7. **New Business:** *Vice Chairperson Taf informed meeting attendees that proposed “No Smoking Policy” for Congregate site discussion was listed as Executive Session on agenda, but will be addressed as “New Business”.*

#### **Discussion regarding No Smoking Policy for Congregate Site:**

Executive Director Christine Warren explained to Board and residents that NHA will be providing a “No Smoking” addendum to Robert E. Hutt Congregate tenants, as a result of complaints of second-hand smoke from residents and guests/aides, in addition to the extensive costs incurred by NHA when a smokers’ apartment is painted/cleaned for the next tenant. Residents, family and aides will be asked to refrain from smoking in apartments and in the Building. Smokers “Outpost” ashtrays are located at each exit, and additional *No Smoking* Signs are being posted throughout building.

*Commissioners asked where smoking area would be located for residents. Executive Director Christine Warren said that smoking receptacles are located at front exit and side exit—terrace. They also asked if there was a sheltered area. Christine Warren responded that terrace would provide sheltered area for smokers.*

8. **Police Report:** Lt. Cammarata informed the residents that there has not been much criminal activity on the complex according to police records. He explained to residents that there was a recent scam for money which a resident received on their computer. He reminded residents to be on the alert for these scams and that banks and or credit card companies should not be asking for your account number or Social Security Number when calling or emailing. He instructed them to not give any information, simply hang up and notify the Police Department. Residents also complained about cars speeding down Osborn Road. Commissioner Brinchman asked if a flashing sign to “slow down” might help the problem. Lt. Cammarata stated that we could ask traffic division, however; he doubts that it would slow the drivers, as it is a steep hill.

9. **Public Comment:**

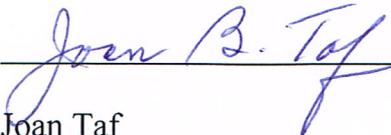
Ronald Albaitis (12F-GBLII) said that he tripped on sidewalk upon leaving Community Room at GBLII complex. He asked if anyone was checking sidewalks for safety. Maintenance Director Kyle Best and Executive Director Christine Warren stated that staff inspect grounds upon working, and repairs or reports any deficiencies to the Maintenance Director.

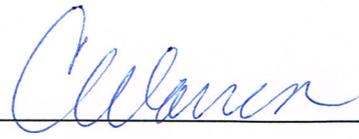
Mr. Albaitis also asked if the Housing Authority has any intention of obtaining individual generators for apartments to power refrigerator and lights. Commissioners and Christine Warren explained that it would be too costly to provide individual generators, and reminded him that Community Room is powered by generator with heat/air, electricity and refrigeration for the residents.

Veronica Murteza (4H-GBLI) stated that people are parking outside and past the parking spaces in the area near her building, making it difficult for her to pull out of her parking spot. Executive Director Christine Warren will check with Jim Gallagher, who works on site and have him check daily.

10. **Commissioner Comments:** Commissioner Taf introduced the Boards' newly appointed Commissioners: Helen Borbas, Vice-Treasurer and Juel Brinchman, tenant Commissioner.
11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 5:55 pm.

Respectfully submitted,

  
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Joan Taf  
Vice Chairperson

  
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Christine Warren  
Executive Director/Secretary