

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
April 9, 2014

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, April 9, 2014. The meeting was called to order at 5:04p.m. by Chairperson Swanson. Said meeting was held at Robert E. Hutt Congregate Complex, 480 Millville Avenue in Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
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.

7 Residents

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

Executive Director's Report
March 2014

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

5 Units Leased: 2-Oak Terrace, 3-Congregate
No Unit Transfers
3 New Vacancies: 1-Lewis Circle, 2-Oak Terrace

Section 8 Program

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

George B. Lewis I & II:

Annual apartment inspections performed by Bernice Bakstis, Jim Gallagher, Kyle Best and Christine Warren. List of required repairs/corrections provided to Maintenance Dept., rather than individual tickets, in an effort to expedite repairs. HUD is coming to inspect the property on April 30, 2014. All repairs must be complete prior to this date.

Robert E. Hutt Congregate:

Annual apartment inspections performed on March 18. Work orders input for Maintenance Department to conduct repairs.

Maintenance Department painted dining room. We have received 2 quotes for grease trap replacement at Hutt. We are awaiting third quote for procurement purposes.

Section 8:

New voucher orientation scheduled for mid-April. We are currently up to #325 on our original list of 500 applicants.

Oak Terrace:

SHRP grant request for Oak Terrace still pending. We are waiting to hear from Department of Housing.

Miscellaneous:

There will be an "Arbor Day" Ceremony on Friday, April 25, 2014 at the Robert E. Hutt Congregate complex at 2:00 pm, followed by coffee hour in the dining room. A tree will be planted in memory of Hutt residents who have passed. Commissioners, family members and the public are welcome to attend.

New vehicles have been measured for lettering by Ct Signcraft in Naugatuck. They are preparing decal.

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

Maintenance Director's Report *March 2014*

- Replaced brake lines on Office car (Impala)
- Changed Oil in Truck ('08 Chevy Silverado)
- Replaced belt and gasket on tractor

- Painted Congregate lunch room
- Sanded walks once
- Checked Fluids on all Generators
- Tested smoke detectors at GBL, replaced where needed
- Cleaned and painted 4 Units (3 Congregate, 1 Oak Terrace)
- Completed 97 Work Orders
- 10 After Hours calls, 3 no dispatch

Vice Chairperson Taf asked why vacancies from Executive Director's report are not matching up with Maintenance vacancy spreadsheet. Christine Warren explained that vacancies she reports are newly vacated, and may not appear on Maintenance report until following month.

6. **Old Business:** None

7. **New Business:** None

8. **Police Report:** Lt. Cammarata informed the residents that there has not been much criminal activity at the complex, other than ambulance calls according to police records. He also commented with respect to the reshuffling of Ambulance Corp. He stated that the police and ambulance have a very good working relationship, and there will be no changes to the level of service the community receives. The police response time has not changed.

Commissioner Brinchman commented that a resident had asked to be taken to Griffin Hospital, but was told by ambulance they could not go that far. He asked why they could not be taken to hospital of their choice. Lt. Cammarata explained that if there is limited staff on call, they cannot bring the ambulances long distance, so that response time in town is not affected.

9. **Public Comment:**

Edna Talmadge (32A-Oak Terrace) said that sidewalk at her building needs a patch—trip hazard. Kyle Best said that he will check out and repair.

Barbara Brockwell (1F-Hutt) stated that a resident fell and pulled cord for help and guard was outside of building. This happened approximately 10:30 am on Thursday, April 3, 2014. Christine Warren will contact SecurAmerica for details.

Barbara Gillette (1I) asked how she can get food stamps. Christine Warren told her that Resident Service Coordinator, Linda, could help her with application. Barbara said she had asked Linda quite a long time ago. Christine Warren will contact her to follow up.

Pat Tappan (1E) asked if she would be able to smoke E-Cigarettes after no-smoking policy goes into effect at Hutt 7/1/2014. Christine Warren replied that yes, E-Cigarettes will be permitted, as they are smoke and flame-free.

Bette Morrissey (1L) said that her fridge was loud. Kyle Best said he will put in work order to check it out.

Laurie Jackson complimented the Maintenance Staff on the dining room re-decoration. She said it looks very nice.

10. **Commissioner Comments:**

Commissioner Swanson introduced the Boards' newly appointed Tenant Commissioner, Juel Brinchman.

Commissioner Brinchman asked if George B. Lewis II complex tenants would have to pack and unpack kitchen items when cabinets are replaced at GBL II this year. He said that it may be difficult for residents to reach cabinets to pack items. He asked if we can hire someone to do it for the residents. Christine Warren said she would look into the options when we get closer to the project.

Commissioner Brinchman also stated that he will be organizing a Memorial Day service at George B. Lewis II Complex the Saturday before Memorial Day. There will a catered brunch. He said to contact him with any donations or to sign up to attend. He also said that they are trying to buy a flat-screen television for the GBLII Community Room. He asked if the Housing Authority would be able to contribute funds toward the purchase of the TV, or use tax exemption to purchase tax-free. Commission will research the request.

Commissioner Taf wished everyone a "Happy Easter" and she hopes that the nice weather continues.

Commissioner Fidalgo thanked the Maintenance Staff for their hard work, even though they are down 1 staff member.

Chairperson Swanson thanked Commissioner Taf for chairing meetings while she was away.

11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to adjourn the meeting at 5:45pm.

Respectfully submitted,



Theresa Swanson, Chairperson



Executive Director/Secretary