

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
June 11, 2014**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, June 11, 2014. The meeting was called to order at 5:03p.m. by Chairperson Theresa Swanson. Said meeting was held at Oak Terrace Complex, Community Room, 53 Conrad Street, 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
Bernice Bakstis, Public Housing Manager
Laurie Jackson, Burgess Liaison

11 Residents

2. Chairperson 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 May 14, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

*Executive Director's Report
May 2014*

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)

5 Apartments rented: 1-Oak Terrace, 1-Lewis Circle, 1-GBL1, 2-Congregate

Section 8 Program

3 new Move-in's

13 Vouchers pending-tenants searching for apartments

George B. Lewis I & II:

Both complexes were sprayed for carpenter bees and wasps. GBLII was done twice, due to large volume of carpenter bees this spring.

Request for Proposals for new boilers to be installed at GBLII was posted in Waterbury newspaper on May 31. There will be a walk-thru on June 12 at 11am, and bids are due Thursday, June 26, 2014. Work is targeted to be done in July or August.

New Opportunities-Energy Division visited GBL & Congregate complexes to discuss potential lighting upgrades and weatherization available. We are awaiting feedback from the agency.

The Neighborhood Watch meeting scheduled for May 28, 2014 was cancelled. The meeting has been rescheduled for Wednesday, June 18, 2014. GLB1 Meeting will be held at 5pm, GBLII meeting will be held at 5:45pm. Notices have been posted.

Robert E. Hutt Congregate:

I have received revised quote from American Rooter (low bidder) for indoor Grease Trap. The owner recommends that NHA install an exterior grease trap, due to anticipated maintenance/potential repairs required if indoor grease trap installed. I am exploring other contractors for their opinion and additional exterior quotes for the Board to review.

Congregate Service Budget prepared in conjunction with Jack Sullivan. Approved by DECD. Tenant payment adjustments completed and delivered to tenants. All rent changes are effective 7/1/2014.

Section 8:

We are currently at # 350 on our Section 8 waiting list.

Oak Terrace:

Apartment inspections are being scheduled for June. Bernice Bakstis has been issuing notices.

Neighborhood Watch Meeting held on May 21, 2014 at 5pm at Oak Terrace. Lt. Cammarata advised residents never to leave keys in car or leave car running while in convenience stores or gas stations. He also advised them not to let any sales or utility employees in their apartment unless someone is there to ensure that belongings are not stolen.

Miscellaneous:

Concrete Stair/Ramp repair at NHA office is ongoing. These repairs should be completed by end of June.

2013 Audit has been engaged. Preliminary paperwork has been sent to Hurley & O'Neill. They will be scheduling a site visit for June or July.

NHA Staff attended the 2014 NAHRO's (National Association of Housing & Redevelopment Officials) Training/Networking Day at Holiday Hill in Prospect on Friday, May 9, 2014. Featured training was ladder safety, curb cutting & lead paint safety.

Previous Maintenance Director's car and old maintenance truck were picked up by Chuck & Eddie's of Plainville. NHA received \$300 for each vehicle.

Tom Burns returned to work on Monday June 2, 2014.

Upcoming Neighborhood Watch Meetings:

Wednesday, June 18, 2014: George B. Lewis I, 5:00 pm, George B. Lewis II 5:45 pm

Wednesday, July 16, 2014: Oak Terrace Community Room: 5pm

Commissioner Taf asked why we are re-addressing an outdoor grease trap, if the Board voted to install an indoor grease trap.

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

Maintenance Director's Report May 2014

- Replaced 2 Water Heaters (Oak Ter.)
- Mowed lawns 4 times each Locations
- Changed Oil in 2 mowers, 1 Tractor
- Cleaned and Painted 3 Units (2 Oak Ter., 1 Weid)
- Completed 228 Work Orders (Large # due to GBL I & II Annual Inspection Repairs)
- 14 After Hours Calls
- Had lettering put on vehicles by SignCraft of Naugatuck

Commissioner Taf commended Jim Gallagher on completing so many work orders in May. She also asked why lettering on Equinox so small and if bids were obtained.

Commissioner Brinchman informed Kyle Best that there is a pothole on Weid Drive at opening.

6. **Police Report:** None

7. **Old Business:** None

8. **New Business:**

Discussion regarding WIFI for Residents at Oak Terrace:

Based upon request from Mayor, Christine Warren proposed to Board 30 day trial period for WIFI for Oak Terrace residents, since internet access already in place at Oak Terrace, per Mayor's Request.

Board already voted not to offer free WIFI to residents at the current time in previous meeting. Christine Warren to respond to Mayor that decision upheld not to offer free WIFI to NHA Residents at this time.

9. **Public Comment:**

Art Smith (2B-71 Osborn Road) asked if he could install a "shower door" in his apartment. Discussion transpired, Christine Warren to check with HUD to see if this would conform to REAC inspection guidelines and respond to Mr. Smith.

William Hulbert (13C-Oak Terrace)

Inquired why pole lights at Buildings 14/16 are still not working. He also asked about van located in his parking lot which he thought was not registered. He said that he should get a written response from Christine Warren.

Burt Emery (35C-Oak Terrace) is concerned about fence and gateway in rear of Oak Terrace and building gutters/siding is moldy. He said he would also like more lights behind buildings. Would like Town to clean up brush behind rear gate at Oak Terrace. He has also seen people who don't live there putting items in dumpsters.

E.D. Christine Warren asked residents to report non-resident vehicle and plate # if they see someone dumping items in dumpster.

Julio Ramos (21C-Oak Terrace) inquired about status of pothole repair in entrances and roadways at Oak Terrace. Kyle Best will research and repair. He also asked if anything can be done to make speed bumps a little lower, as his car bottoms out by Community Room entrance.

Commissioner Brinchman asked if we could get a truckload of asphalt and patch potholes for one day.

Paulette Wright (81C-Oak Terrace) reported that pole light by Bldg. 13 keeps flickering. She also said that catch basins need to be cleaned....filled with sand & leaves.

Rochelle Hickey (35C-Oak Terrace) reported that tenant in Bldg. 24 faces trash dumpsters and asked if Housing Authority could put up some sort of gate so she doesn't have to look at dumpsters.

Burgess Liaison Laurie Jackson thanked Commissioner Brinchman for hosting the veteran's ceremony on Saturday May 24. She attended and thought it was very nice.

10. **Commissioner Comments: None**

VOTED: Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to recess to Executive Session at 6:02 pm.

11. **Executive Session: Discussion regarding Executive Director Annual Review**

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to come out of Executive Session at 6:48 pm.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to adjourn the meeting at 6:50 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary