

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
September 10, 2014**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, September 10, 2014. The meeting was called to order at 5:02 p.m. by Chairperson Theresa Swanson. Said meeting was held at George B. Lewis Complex, 1013 Weid Drive, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

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

Others:

Christine Warren, Executive Director
Kyle Best, Director of Maintenance
Stephen Ball, J. D'Amelia & Assoc.
Lt. Bryan Cammarata, Naugatuck P.D.
Ofcr. Michael Favale, Naugatuck P.D.
Laurie Jackson, Burgess Liaison

3 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 August 13, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

*Executive Director's Report
August 2014*

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

Move-Ins:

Public Housing (NHA Properties)

5 Apartments rented: 3-Oak Terrace, 1-Congregate, 1-George B. Lewis I

Section 8 Program

1 new Move-in

George B. Lewis I & II:

HUD visited site for their annual inspection of both complexes, Thursday, August 14, 2014. Unfortunately, their software was not functioning correctly, and inspection was halted. They are in the process of fine-tuning new software HUD created for REAC inspections. HUD has indicated that they may cancel inspection for this year, and wait until next year.

Robert E. Hutt Congregate:

American Rooter has begun the removal of the old grease trap and installation of new trap. Estimated completion date: 9/12/14.

I met with installer of sun-screen blinds for Congregate Terrace. The area was measured and blinds were ordered. Awaiting delivery of blinds.

We have contacted pavers to measure & provide quotes to pave front sidewalk & entryway at Hutt Building.

Section 8:

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

Oak Terrace:

Installation of free insulation for Oak Terrace complex from the New Opportunities Weatherization Project is nearly complete.

Lewis Circle:

New Opportunities will be providing insulation in attics and basements at Lewis Circle to help save tenants on heating bills, in addition to new energy efficient lighting fixtures & bulbs, and weather stripping of doors. Total cost of the work is estimated at \$89,000.00. Cost is being paid 100% by New Opportunities.

Miscellaneous:

We have some equipment stored at GBL complexes which has not been used in years. These items have been sent to Davis Auctions in Prospect for sale. Davis charges 8-15% of proceeds, depending upon sale price. Items to be auctioned include a sweeper, chipper, John Deere Lawn Mower (doesn't cut), fertilizer spreader, and Lift. We are hoping to use proceeds toward the purchase of sanding/snow-blowing equipment.

There will be a public hearing held at 3pm on Friday, October 17, 2014 at 16 Ida Street to approve NHA's Agency Plan developed in compliance with the Quality Housing and Work Responsibility Act of 1998.

There will be a picnic at Oak Terrace, Community Room on Thursday, September 25, 2014. Cost to attend is \$5, and includes hot dogs, drinks, salads and desserts. .

GBLI picnic previously scheduled for 9/22/2014 has been cancelled.

Next Neighborhood Watch Meeting: Wednesday September 17, 2014, 5pm at Oak Terrace Community Room, 53 Conrad Street.

Commissioner Taf asked if any of the equipment could be used by NHA Maintenance Staff. Christine Warren and Kyle Best informed her that most of it was old and some inoperable, and could not be used on our properties.

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

Maintenance Director's Report
August 2014

- Trimmed Hedges at Oak Ter.
 - Mowed lawns 3 times
 - Replaced 6 bulbs at Congregate Lamp posts
 - Repaired sidewalk entrance at Congregate
 - Repaired concrete outside front of Unit 23-F Oak Ter
 - Wired dump truck for sander
 - Removed dead bushes on side of Congregate
 - Replaced flood light behind building 8 Weid Dr.
 - Completed 136 Work Orders
 - Cleaned and Painted 4 Unit (2 Oak Ter., 2 Congregate)
 - Completed 16 After-Hour Calls
6. **Police Report:** Lt. Cammarata spoke of recent arrests and robberies in the area, and warned residents to be alert when walking to their vehicles, not to talk on phone, and lock doors immediately upon entering their cars. He also reminded residents never to leave their vehicles running while running into a store, or while warming up. He recommended using a car-starter when warming up vehicles, so they can safely warm-up car without leaving keys in ignition.
 7. **Old Business:** None
 8. **New Business:**

Discussion hosted by Stephen Ball of J. D'Amelia & Associates concerning the Boiler Upgrade Project for George B. Lewis II Complex. Originally, bids received were considered over-budget. However, HUD has offered energy incentives making the boiler replacement

project more affordable. Therefore, project is ready to commence upon contract signing, before onset of cold weather.

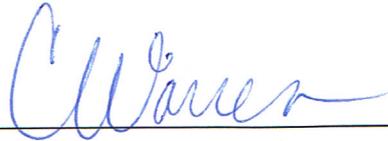
Resolution #297 Read by Chairperson Swanson whereas the Board of Commissioners voted to approve Barry Associates (lowest responsible bidder) to perform the boiler upgrades for George B. Lewis Complex. Project is scheduled for September 2014. **A roll call vote was taken and Resolution #297 was unanimously approved.**

9. **Public Comment:** None
10. **Commissioner Comments:** Chairperson Swanson complimented Maintenance Staff on how nice all the properties look.
11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 5:37 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary

RESOLUTION #297

Boiler Upgrades for George B. Lewis II Complex

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority approve the Lowest Responsible Bidder, Barry Associates to perform the boiler upgrades for George B. Lewis II Complex.

NOW THEREFORE BE IT RESOLVED, that the Naugatuck Housing Authority authorizes the Executive Director to execute contracts with Barry Associates, Inc. for Boiler Upgrade Project scheduled for September 2014.

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	<u>✓</u>	<u>_____</u>	<u>_____</u>
Commissioner Maria Fidalgo	<u>✓</u>	<u>_____</u>	<u>_____</u>
Commissioner Joan Taf	<u>✓</u>	<u>_____</u>	<u>_____</u>
Commissioner Helen Borbas	<u>✓</u>	<u>_____</u>	<u>_____</u>
Commissioner Juel Brinchman	<u>✓</u>	<u>_____</u>	<u>_____</u>

Resolution #297 Approved: Yes 5 or No _____

Date: 9/10/14

Theresa Swanson
Theresa Swanson,
Chairperson