

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

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, November 12, 2014. The meeting was called to order at 5:05 p.m. by Chairperson Theresa Swanson. Said meeting was held at the George B. Lewis I Complex, Community Room, 71 Osborn Road, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

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

Others:

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

10 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the Minutes of the October 8, 2014 Regular Meeting and October 17, 2014 Special Meeting.
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report
October 2014***

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

Move-Ins:

Public Housing (NHA Properties)

4 Apartments rented: 2-Oak Terrace, 2-Congregate

Section 8 Program

1 Move-in

George B. Lewis I & II:

GBL I & II Waiting List was opened effective November 3, 2014. Applications are available at the office located at 16 Ida Street, or will be mailed via phone request. (203)729-8214, Ext 10.

George B. Lewis II:

Boiler Upgrade project is underway at GBLII. Three out of five buildings have been completed. There were no notable problems during the switch-over with exception to residents not having hot water for 3-4 hours during the transfer to & from temporary hot water systems. Notices were provided to tenants informing them of the process.

Robert E. Hutt Congregate:

Two contractors are currently submitting bids to pave the front walkway at Hutt. We are attempting to obtain a 3rd bid at this time.

Vestibule and mailbox areas in Lobby of Building were painted by Maintenance Staff. The old paint was rusting and peeling. It looks wonderful!

Grease trap install complete. Contractor will be tiling the affected area. Kitchen will then be thoroughly cleaned and painted.

Large 2 door commercial freezer in Hutt kitchen is not cooling sufficiently. Maintenance moved extra freezer from GBL to kitchen while awaiting repair. Compressor needs replacing (approximate cost \$1,500.00) Freezer is approximately 6 years old. Technician says that it is a very good freezer, and will last another 5-10 years with replacement part. They are also giving us a 5-year warranty on new compressor. Estimated repair date 11/6/2014.

Fire Prevention Meeting held on October 22, 2014. Hosted by Fire Marshall Bill Scanlon.

Section 8:

We are currently at # 380 on our Section 8 waiting list. A new voucher orientation was held on October 15, 2014. 10 Vouchers were issued at orientation. Families are searching for apartments in the Borough.

Miscellaneous:

Due to an escalated number of recent kitchen fires in Naugatuck, the Borough Fire Inspector, Bill Scanlon, spoke with NHA residents about fire prevention. Meetings were held at GBLI & II on Thursday 10/9/14, Robert E. Hutt Congregate on Wednesday 10/22/14 and Oak Terrace on Thursday, October 30, 2014.

Specifically, tenants were instructed never walk away from the stove when cooking and to keep a lid nearby. If food or grease catches on fire, cover the pan immediately. Never throw water or flour on a stove-top fire. The only safe item is baking soda, which you would have to use a lot to extinguish a fire. Always keep potholders away from burners. If oven fire occurs, do not open the stove, turn off & wait 15 minutes after fire has gone out before opening. In the case of a fire, tenants were instructed to leave their apartment, leave the door unlocked, and contact 911 immediately.

New Kubota tractor (for snow removal) is on order with F&S Equipment of Torrington. It should be delivered by end of November.

A Public hearing was held on October 17, 2014 at the Ida Street office to review and discuss the proposed 5-Year Agency plan for the Naugatuck Housing Authority. NHA's Board approved the Agency Plan.

Have a Wonderful Thanksgiving!

Commissioner Taf asked how many applicants were remaining on George B. Lewis Waiting List when it was re-opened. Christine Warren informed her that there was only one eligible applicant remaining.

Commissioner Taf also asked why the amount for the mower was increased from \$1,750 to \$2,100. Christine Warren informed her that they were including bagger, per Commissioner vote to order all attachments with the tractor to receive dealer discount.

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

**Maintenance Director's Report
October 2014**

- Mowed lawns twice, all locations
- Replaced Sulky on both walk behind mowers
- Painted Mail box area at Congregate
- Cleaned garage at Oak Terrace
- Painted lines in parking lots at Office and Congregate
- Completed 12 After Hours Calls. No Dispatch 2
- Completed 124 Work Orders
- Cleaned and Painted 3 Units (2 at Congregate, 1 at Osborne)

Commissioner Taf asked why garbage pails were being moved back for kitchen staff. Kyle explained that they put in dumpster in summer, but are worried about getting over to dumpster in bad weather. Christine Warren stated that it is in their contract that we will provide trash receptacles outside of kitchen for them, and remove trash.

6. **Police Report:** Lt. Bryan Cammarata reminded residents to lock their vehicles and not to leave valuables or gifts visible. He also informed residents that there have been scam phone calls reported. The scammers claim to be from the IRS. He instructed residents never to give their account or social security numbers over the phone in these instances.
7. **Old Business:** None
8. **New Business:** None
9. **Public Comment:**

Shirley Cummings (9F) stated that she keeps her heat at 72 degrees and at times it is only at 65 degrees. She also stated that there is often a urine smell in the washers and dryers. When she launders her clothes, they smell like urine.

Bill Hulbert (4A) Thanked the residents and Board for their prayers when he had the grease fire in his apartment. He complimented Jimmy Gallagher for cleaning the stove and apartment so nicely after the fire.

10. **Commissioner Comments:** Commissioner Taf wished everyone a Happy Thanksgiving.
11. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to recess to executive session at 5:50 pm.

Public Excused

12. **Executive Session : Discussion regarding Director of Maintenance**

No Voting Emanated from Executive Session

13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to reconvene meeting at 6:15 pm.
14. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to adjourn meeting at 6:16 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary