

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

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, December 10, 2014. The meeting was called to order at 5:03 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt Congregate, 480 Millville Ave, 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

8 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 November 12, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

Executive Director's Report
November 2014

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

Move-Ins:

Public Housing (NHA Properties)

3 Apartments rented: 1-GBL1, 1-Oak Terrace, 1-Congregate

Section 8 Program

2 Move-ins

George B. Lewis I & II:

Reminder: 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. So far, we have received approximately 14 applications.

George B. Lewis II:

Boiler Upgrade project is complete at GBLII. The boiler manufacturer visited the site and performed a demonstration and "Question & Answer" session for NHA Staff. All Maintenance personnel attended.

Robert E. Hutt Congregate:

Contacted local mason to install rubberized concrete in joints to prevent trip hazards until Spring 2015. I will obtain updated quotes in the spring, and compare paving to re-facing concrete & eliminating joints.

Kitchen freezer has been repaired.

Section 8:

We are currently at # 380 on our Section 8 waiting list.

Miscellaneous:

New Kubota tractor to be used for snow removal, sanding and mowing was received on 12/3/14. Sander and snow-blower attachments are ready.

NHA is diligent in its efforts to remove snow and sand during and after each snow/sleet event. However, we are asking tenants to use caution when walking on walks and parking lots. In the event any untreated surfaces are noted, please contact our Maintenance office at (203)723-0700, or (203)729-8215 after hours and weekends/holidays.

Christine Warren also informed Hutt residents that she had been notified by CL&P that they will be installing new equipment in the Millville Avenue area on Saturday, 12/13/14. As a result, customers in the area may lose power between 9am-3pm.

Wishing everyone Safe and Happy Holidays!

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

Maintenance Director's Report
November 2014

- Finished picking up leaves all locations
- Repaired roof Building 4 Osborne Rd.
- Put sander on truck
- Seeded lawns at Oak Ter. Bldg 3,4 & 13
- Cleared Snow once, All locations
- Completed 23 After Hours Calls. No Dispatch on 10
- Completed 100 Work Orders

Commissioner Taf asked why 2 apartments which were listed on vacant report for October did not appear on November report as either vacant or rented. Kyle Best informed her that they were most likely quick turnovers and rented quickly.

6. **Police Report:** N/A
7. **Old Business:** None
8. **New Business:** Election of Officers of the NHA Board of Commissioners for 2015.
 - **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to nominate Theresa Swanson as Chairperson.
 - **VOTED:** Unanimously on motion by Commissioner Swanson and seconded by Commissioner Borbas to nominate Joan Taf as Vice-Chairperson .
 - **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to nominate Maria Fidalgo as Treasurer.
 - **VOTED:** Unanimously on motion by Commissioner Swanson and seconded by Commissioner Taf to nominate Helen Borbas as Assistant Treasurer.
9. **Public Comment:**

Barbara Brockwell (1F) stated that she is still smelling smoke from neighbor's apartment. She said that she knows that the neighbor is smoking inside her apartment, and wants to know why nothing is being done. She also stated that the food is often cold when served, especially vegetables. E.D. Christine Warren to look into both issues.
10. **Commissioner Comments:** Commissioner Swanson thanked E. D. Christine Warren and Steve Ball of J. D'Amelia & Associates for their hard work in obtaining grant for Oak Terrace from Department of Housing.

Commissioner Borbas asked E.D. Christine Warren if odor issue at GBLII laundry room had been resolved as of yet. Christine Warren explained that NHA was purchasing an odor removing detergent and providing to tenants.

Commissioners wished everyone a very Merry Christmas and Happy New Year!
11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to recess to adjourn the meeting at 5:37 pm.

Respectfully submitted,



Theresa Swanson, Chairperson



Christine Warren, Exec. Dir., Secretary