

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 11, 2015**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, February 11, 2015. The meeting was called to order at 5:04 p.m. by Chairperson Theresa Swanson. Said meeting was held at Oak Terrace, 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, Assistant Treasurer

Others:

Christine Warren, Executive Director
Kyle Best, Director of Maintenance
Laurie Jackson, Burgess Liaison
Officer Michael Favale, Naugatuck P.D.

2 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 for the Regular Meeting held on January 14, 2015.
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report
January 2015***

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of January 2015 for our Federal (HUD) complexes.

Move-Ins:

Public Housing (NHA Properties)

3 Apartments rented: 1-Oak Terrace, 2-Congregate

Section 8 Program

No Move-ins, 3 Moves-within Naugatuck

George B. Lewis I & II:

New Opportunities visited 10 units at GBLII site, and will be visiting 10 units at GBLI site in February to perform a lighting audit. They are checking existing lighting fixtures, and will determine which can be replaced by energy efficient fixtures to save the residents money on their electric bills. They are also auditing the site lighting to see if we will qualify for LED lighting on the site. This would make the property lighting much brighter and bulbs will last much longer.

WCAAA (Western CT Area Agency on Aging) has notified NHA Staff and GBL tenants that on-site meals will be cancelled if the schools in the Borough are closed due to inclement weather. Residents are being provided with a meal the day before, if possible, and a non-perishable meal for emergency situations. This will ensure safety of WCAAA employees and prevent our tenants from venturing out to Community Room in inclement weather conditions.

Oak Terrace:

Our Grant request for Oak Terrace modernization & site work funds in the amount of \$3,701,675 has been formally approved by the Bonding Commission of the State of Connecticut Department of Housing. It will be 6 or more months before any work can start. We are awaiting commitments from the DOH, we have to sign bank documents, and all bid documents have to be approved by CHFA before we can release them.

I will be setting up a meeting with the grant consultant, Steve Ball so that he can discuss planned grant work with the Board of Commissioners.

Section 8:

We are currently at # 380 on our Section 8 waiting list. The next orientation is scheduled for mid-March.

Miscellaneous:

NHA is accepting bids for 2014 audit. We are unable to use the company we used last year, Guyder Hurley, as they are taking over our fee accountant's business—Jack Sullivan, our current CPA mid-year. Bids were accepted from 5 Audit Firms recommended by Jack Sullivan and Mike Guyder. Bid deadline February 28, 2015.

Paul Alberto (Maintenance Employee) was accepted for position of "Maintenance Equipment Mechanic". He has been servicing and repairing our vehicles, snow & mowing equipment, which is saving NHA the cost of outsourcing for vehicle & equipment maintenance & repair. He will continue to perform labor functions (cleaning/painting vacant apartments) mowing/snow-blowing & shoveling when he is not working on equipment.

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.

In addition, please do not sweep sand/salt from your sidewalks and entryways until the cold weather has subsided. We've been having a lot of precipitation and freezing temperatures. Keeping sand/salt on the sidewalk and porch will provide traction and reduce the chance of anyone slipping. Thank you!

Commissioner Taf asked if Paul would be able to repair the broken snow-blowers. Christine Warren explained that most were so bad, they weren't worth the expense of repairing, but we could sell for scrap. Kyle Best explained that one is salvageable, and will be used for backup. The others may be able to be sold at auction. They will contact auction in springtime.

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

Maintenance Director's Report *January 2015*

- Cleared Snow/Ice 9 Times: 1/4, 1/7, 1/9, 1/12, 1/13, 1/18, 1/24, 1/27, 1/30 All locations
- Cleaned and Painted 2 Units (1 Oak Ter, 1 Osborne)
- Painted 2nd floor Hallway at Congregate
- Replaced batteries in 2 trucks
- Completed 16 After Hours Calls.
- Completed 94 Work Orders

Commissioner Taf questioned 2 units that moved from abatement to ready and abatement sections of report. Kyle explained that both tenants backed out of move-in. She also inquired about frequent toilet backups and slip-and-fall reported by aide by Bldg. 27.

6. **Police Report:** Office Michael Favale stated that most of the recent calls have been weather related calls, parking issues, etc. He also reminded residents never to leave car running with keys in it, or leave purse on car seat with door open while getting gas, as someone can steal their belongings.
7. **Old Business:** None
8. **New Business:** None
9. **Public Comment:**
Pauline Wright (18C) said that her neighbor's parking space has been frequently taken by home health aides and visitors. Christine Warren explained that there is no assigned parking at Oak Terrace, other than "Handicap designated" apartments. She suggested that she try putting a "parking cone" in her parking space when she leaves and perhaps it would be open when she returns..

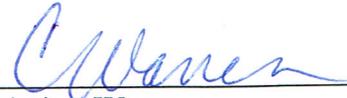
Ms. Wright also asked if buckets of sand could be left at each building so tenants can sand/salt sidewalks if they see icy spots on nights/weekends. Christine Warren and Kyle Best will look into.

10. **Commissioner Comments:** Commissioner Taf wished everyone a Happy Valentine's Day. Commissioner Borbas commented that NHA Maintenance Dept. has done a spectacular job dealing with all the snow/ice storms. Chairperson Swanson thanked everyone for coming out in the cold weather to attend the meeting.
11. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to recess to Executive Session at 5:37 pm. **Public Excused.** Kyle Best and Laurie Jackson invited to attend Executive Session.
12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to reconvene meeting at 6:14pm. **No voting emanated from Executive Session.**
13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to recess to adjourn meeting at 6:15pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary