

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
April 8, 2015**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, April 8, 2015. The meeting was called to order at 5:00 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt Congregate Complex, 480 Millville Avenue, 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  
Laurie Jackson, Burgess Liaison  
Lt. Bryan Cammarata, Naugatuck P.D.  
Officer Michael Favale, Naugatuck P.D.

7 Residents

Absent: Kyle Best

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 February 11, 2015 and Special Meeting held on March 18, 2015. *Commissioner Taf requested correction to minutes of March 18, 2015 Special Meeting: "New Business"- Should include "Motion to Table the Discussion on Repair of Fire & Call-For-Aid system at Building 4, 71 Osborn Road for additional information with respect to permits and warranty". E.D. Christine Warren will make the correction.*
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report  
March 2015***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

1 Apartment rented:      1-Oak Terrace

## Section 8 Program

### 1 Move-In

#### **George B. Lewis I & II:**

New Opportunities is evaluating boilers at GBLI site to determine we are eligible for free circulator pump upgrades to improve energy efficiency & extend boiler life. We had some ice-damming issues at 2-3 buildings at GBLI due to excessive cold and snow/ice buildup on roofs. We contacted a roofing contractor to remove the ice & snow. Water damaged areas in ceiling were repaired accordingly. Kyle Best will be contacting tree removal contractors to remove large pine trees at end of GBLI complex driveway, to provide more room for snow during winter.

In response to tenant requests: Two the three parking spots previously designated "Pick Up and Drop off Only" at GBLII complex have been *undesigned* and are now available for general parking. Only the one handicap accessible parking space is reserved for Pick up and Drop off.

#### **Lewis Circle:**

HUD will be coming to inspect Lewis Circle on April 7, 2015. Maintenance was actively working on repairs and checking smoke detectors, cleaning boiler rooms throughout the month of March.

#### **Robert E. Hutt Congregate:**

Concrete sidewalk in front of building is crumbling again from salt/sand application all winter, despite repairs made prior to winter. I will contact pavers again for quotes to remove concrete from entryway & front sidewalk & replace with asphalt. I have been in contact with the Borough to apply for SCBG (Small Cities Block Grant) funding for 2015-16. The roof is due for replacement, and heat/hot water system is in need of upgrades.

#### **Section 8:**

We are currently at # 410 on our Section 8 waiting list. An orientation was held on March 18, 2015. Twelve new vouchers were issued.

#### **Miscellaneous:**

Job opening for a Temporary Part-Time Laborer has been posted internally at NHA offices, pursuant to personnel policy requirements. If no internal applicants are interested,

the position will be posted in Waterbury Republican American weekend of April 11-12, 2015.

*Commissioner Taf asked Christine Warren if there were any complaints with respect to parking at GBLII complex. Christine Warren stated that there have been no new complaints.*

*Commissioner Taf stated that she would like to review applications for laborer upon receipt. Chairperson Swanson stated that the entire Board will review applications.*

5. Maintenance Director's Report read by Christine Warren

**Maintenance Director's Report**  
*March 2015*

- Cleared Snow/Ice 4 Times: 3/2, 3/4, 3/5, 3/21 All locations
- Replaced 1 Water Heater (Oak Terrace)
- Changed Oil in Kubota
- Prepared Lewis Cir. for state inspection (patch holes, repaired boilers, replaced siding, fixed doors/screens)
- Cleaned and Painted 2 Units (1- Congregate, 1- Weid Dr.)
- Completed 10 After Hours Calls. No dispatch on 2 of those
- Completed 76 Work Orders

*Commissioner Taf noticed that 2 of the apartments at Oak Terrace were marked to be rented, she stated that she was happy to see that we were renting. She also questioned the "ice chopping" requests on the work order report and a request from tenant to reroute the geese from walking through Oak Terrace complex.*

6. **Police Report:** Lt. Cammarata stated that the majority of calls for the complex in recent months were for false fire alarms, food burning, etc. He also warned residents to watch for phone scams and to never give account information or Social Security numbers over the phone. He advised them that if they think it is a scam or if they repeatedly call them, to get the callback number (if possible) and alert the police.
7. **Old Business:** Continued discussion with respect to Emergency repair of call-for-aid & fire alarm at Building 4 at GBL1 Complex. Christine Warren provided updated information to Board with respect to warranty on labor and repairs and permits.

**VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to accept "Silent Watchman's" proposal for repair of the Call-for-Aid & fire alarm at Building 4.

8. **New Business:** None

9. **Public Comment:**

Barbara Brockwell (1F) stated that hallway floors are not be cleaned well enough. She also asked if cleaning service could sweep bathroom and kitchen area instead of vacuuming, prior to washing. She also asked if the cleaning service could vacuum under beds.

Christine Warren will communicate the information. With respect to hallways, they are in need of waxing, quotes will be obtained & floors stripped & wax in Spring.

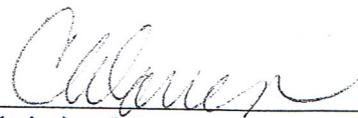
Alice Telesca (2H) stated that she was upset that the cleaning service employee thought she was rude when she called "Hello" for her to come & clean her apartment. Christine Warren said that she would talk to employee, but is fairly certain that she hadn't meant to be rude.

10. **Commissioner Comments:** Commissioner Taf asked Christine Warren and fellow Board Members f Juel Brinchman was planning on staying on Board as Tenant Commissioner, as he hasn't been able to attend meetings for months. Christine Warren and Chairperson Swanson said that they will speak with him.  
Commissioner Fidalgo wished everyone a Happy Spring!
11. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to recess to Executive Session at 5:30 pm. **Public Excused.**
12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to reconvene meeting at 6:02. **No voting or issues emanated from Executive Session.**
13. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to recess to adjourn meeting at 6:04pm.

Respectfully submitted,



Theresa Swanson  
Chairperson



Christine Warren  
Executive Director/Secretary