

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
September 11, 2013**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, September 11, 2013. The meeting was called to order at 5:00 p.m. by Chairperson Swanson. Said meeting was held at George B. Lewis II housing complex, 1013 Weid Drive, Naugatuck, CT 06770

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Debra Miller, Vice Chairperson  
Maria Fidalgo, Treasurer  
Joan B. Taf, Assistant Treasurer

Others:

Christine Warren, Executive Director  
Kyle Best, Maintenance Director  
Burgess Laurie Jackson  
Lt. Bryan Cammarata, Naugatuck P.D.  
Officer Michael Favale, Naugatuck P.D.  
Stephen Ball, J. D'Amelia & Associates  
11 Residents

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Miller to approve the Minutes of August Regular monthly meeting held on August 15, 2013.
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report  
August 2013***

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, Move-Outs and Transfers:**

*Public Housing (NHA Properties)*

5 Units Leased: 1-GBLI, 2-Oak Terrace I, 1-Congregate, 1-Lewis Circle  
1 Unit Transfer: 1-Oak Terrace  
3 Move Outs: 1-GBLI, 2-Oak Terrace

*Section 8 Program*

1 Move In  
0 Transfers (within Naugatuck)  
0 Move Out  
8 Vouchers on the street (Vouchers issued, tenants searching for apartments)

**Oak Terrace:**

ADA Handicap Grant: ADA Renovations continue at Oak Terrace:

Tenants have all been moved back into the units which were partially remodeled, thanks to NHA staff. Flooring and lighting being worked on in 6 fully renovated units. Once complete, the handicap parking spaces in Bldgs. 4, 23 and 25 will be paved and area graded and seeded.

Community Room has been painted and new flooring installed. Bernice Bakstis, Public Housing Manager, sent letters to area furniture stores requesting donations. We would like to get a new couch and coffee table for the sitting area.

Retaining wall in front of Building 4 is complete. This area will be graded & seeded.

Another tree was cut down at Oak Terrace by CL&P on August 27, 2013. Power was shut down to area buildings for approximately 10 hours while CL&P contractors removed the tree, which was cracked in lower portion, and leaning toward power lines.

**Robert E. Hutt Congregate:**

Awaiting new quotes for installation of exterior grease trap to replace existing (indoor) grease trap.

All windows (inside and out) were cleaned by Galaxie Cleaning.

Floors in all hallways, common areas, dining room and kitchen were stripped and waxed by Jani-King.

**Lewis Circle:**

Rear patios and rear & sidewalks have been paved. Front sidewalks and driveways to be completed. All affected areas will then be graded and seeded.

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

Beacon Brook hosted a picnic for GBLII residents on August 29, 2013

**Section 8 Program:**

Mike Mormile, Public Housing Assistant and Rosa Mejia, Section 8 Program Manager placed calls to all landlords who did not respond to Direct Deposit invitation. All landlords have been contacted. So far, 63 landlords have signed up for the service. Landlord bank information will be input in PHA Web, our software system and then will be tested. We are hoping to initiate by November 1, 2013

**Miscellaneous:**

Oak Terrace "End of Summer Picnic" will be held on Friday, October 4, 2013. Please contact Debbie Besaw (203) 723-9201 if you would like to attend.

*Neighborhood Watch meetings for the month of September:*

**George B. Lewis I & II:** Wednesday, September 25, 2013

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

**Maintenance Director's Report**  
*August 2013*

- Installed wainscoting and Painted Oak Terrace Community Room
- Replaced light switches in Oak Terrace
- Replaced entrance door at Osborne Rd. garage
- Started trimming hedges at all locations
- Replaced starter on GBL truck
- Removed dead tree at Congregate
- Painted 36-B, 31-D Oak Ter.
- Moved Tenants back into 36-A, 36-B & 31-A Oak Terrace
- Mowed and trimmed all complexes weekly

6. **Old Business:** None

7. **New Business:** Discussion hosted by Stephen Ball of J. D'Amelia & Associates with respect to an potential opportunity for NHA to obtain grant funds to upgrade kitchens and perform site work at Oak Terrace.

**VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Miller to proceed jointly with J. D'Amelia & Associates to begin architectural plans to apply for Oak Terrace grant funds.

8. **Police Report:** Lieutenant Cammarata reported that there was no noted recent criminal activity at the George B. Lewis complexes. He did warn residents not to leave their cars unlocked or running at gas stations or convenience stores, as recent thefts have been reported in these instances.

*Commissioner Swanson asked if the Naugatuck P.D. was still looking into obtaining ID for solicitors so that P.D. can verify valid solicitors for NHA tenants. Lt. Cammarata stated that they are currently working on the issue.*

9. **Public Comment:**

Beulah Merritt (Apt 10A) asked when GBL II tenants would receive new cabinets. Christine Warren and Stephen Ball explained that cabinet/kitchen work should be started in 2014 at the GBLII complex.

Claudette Soden (Apt 3B-Oak Terrace) made a request to Board to provide residents with free "Wi-Fi" Commissioners via "list of reasons" and provided a petition with signatures from 50 residents. Commissioner Swanson will look into the cost and availability.

Burgess Laurie Jackson (204 Margaret Circle) thanked Commissioner Swanson and Christine Warren for giving her a tour of the ADA handicap apartments being remodeled at Oak Terrace. She said the work is a long time coming.

She also asked Christine Warren why some of the comments from last monthly meeting were not listed in Minutes. She said that if someone speaks in public comments, it should be listed

Bill Hulbert (13C-Oak Terrace) complimented Christine Warren, Kyle Best and staff for progress with renovations to handicap units and Community Room. He said that Fire Dept. should re-sticker capacity in Community Room. He also said that Republican Candidate was going door-to-door at Oak Terrace on Saturday, September 7, 2013. He reported that a tenant was going door to door with petition He said that he thinks politicians and residents should get permission prior to soliciting on property. He also suggested that the Housing Authority look into "electronic billing".

Christine Warren thanked Mr. Hulbert for contacting CL&P to have tree removed which was hanging over the power lines at Oak Terrace. Thanks to his efforts, NHA did not have to pay for the tree removal.

Lt. Cammarata stated that he believes that we would have to have "No Trespassing" signs to prevent politicians from canvassing on the property.

Christine Warren stated that she has a request to attorney for protocol.

John Bertig (Apt 8L) complained that the food (with exception to carvings) is not very good. He recommended that Commissioners try the food. He would also like butter.

Another resident commented that it was too salty. She said combinations are not very good, and sometimes they substitute, rather than serve what is on the menu.

Commissioner Miller asked Christine Warren if there are other options at same cost (\$2.00). She asked Christine Warren to research alternatives.

Beulah Merritt (Apt 10A) also raved about cook (Marie) and said that she was wonderful, and she does a lot for residents. She stated that Marie's supervisor is not very nice to her, and that NHA should contact the agency.

Julio Ramos (21C-Oak Terrace) asked how residents were to apply for the "Tenant Commissioner" position on the board.

Commissioner Swanson informed all residents to send in written letter of interest to Ida Street office, Attention: Chairperson Theresa Swanson". She said that the Mayor will appoint the new Tenant Commissioner at the Borough Meeting once a decision is made. Deadline for letter of interest submittals is Monday, October 7, 2013.

Commissioner Taf asked if we are working on policy to charge tenants for excessive lockouts. Christine Warren stated that it will be included in the "Tenant Handbook" being drafted by NHA. The Handbook will be submitted to Commissioners for review prior to implementation.

Joan Moran (Apt 8D) asked if the Commission had any information with respect to the proposed cuts to Naugatuck Visiting Nursing Program. She commented how valuable our Visiting Nurses are and how they have helped her and other residents in the complexes. Burgess Jackson stated that no cuts have been decided as of yet, and the information released was a result of recent surveys completed.

Commissioner Taf also thanked Commissioner Swanson and Christine Warren for giving her a tour of the ADA units being renovated at Oak Terrace.

She asked Christine Warren if any new proposals have been received for the grease trap to be replaced at Congregate. Christine Warren stated that proposals have been requested from area plumbing contractors, but not yet all received. They will be submitted to Board upon receipt.

10. **Commissioner Comments:**

Commissioner Miller thanked all residents for attending the meetings and for working with the Police Department and the Commission. The Commission and the Housing Authority appreciate everyone's participation and input.

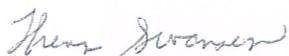
11. **VOTED:** Unanimously on motion by Commissioner Miller and seconded by Commissioner Fidalgo to go into Executive Session at 6:05 pm.

12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Miller to reconvene to Public Session at 7:45 pm.

## VOTING EMANATING FROM EXECUTIVE SESSION

13. **VOTED:** Unanimously on a motion by Commissioner Taf and seconded by Commissioner Miller to hire a Part-Time Assistant Employee for the Office.
14. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 7:47 pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary