

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 13, 2013**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, November 13, 2013. The meeting was called to order at 5:01 p.m. by Chairperson Swanson. Said meeting was held at George B. Lewis I Complex, 71 Osborn Road, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Maria Fidalgo, Treasurer  
Joan B. Taf, Assistant Treasurer  
Helen Borbas, Commissioner

Others:

Christine Warren, Executive Director  
Kyle Best, Maintenance Director  
Lt. Bryan Cammarata, Naugatuck P.D.  
Officer Michael Favale, Naugatuck P.D.  
Deputy Mayor Tamath Rossi

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to approve the Minutes of the October 9, 2013 Regular Monthly Meeting and the October 30, 2013 Special Meeting.
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report  
October 2013***

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, Move-Outs and Transfers:**

*Public Housing (NHA Properties)*

10 Units Leased: 1-GBLI, 1-GBLII, and 8-Oak Terrace  
1 Unit Transfers: 1-Oak Terrace  
4 Move Outs: 2-GBLI, 2 Oak Terrace

*Section 8 Program*

No Move Ins

2 Transfers (within Naugatuck)  
4 End Of Participations—Tenants off program—due to over-income or termination  
No Move Outs  
11 New Vouchers issued, total 21 currently on the street  
(Vouchers issued, tenants searching for apartments)

**Oak Terrace:**

Oak Terrace End-of-Summer picnic was held on October 4, 2013. Resident Service Coordinator Debbie Besaw coordinated event with the help of Bernice Bakstis, Public Housing Manager. Deputy Mayor Tamath Rossi, Lt. Cammarata, and Officer Favale of the Naugatuck Police Dept. attended. Tamath Rossi introduced residents to Naugatuck's TRIAD Program. The picnic and turnout was a great success!

A Neighborhood Watch meeting was held on Wednesday, October 16, 2013. Lt. Cammarata, Officer Favale, Commissioner Swanson, myself and 12 residents attended.

ADA Handicap Grant:

A Ceremony to view the newly renovated handicapped accessible units was held on Tuesday, October 29. In attendance were: Mayor Robert Mezzo, Mayoral Aide Ed Carter, Deputy Mayor Tamath Rossi, Representative Rosa Rebimbas, Mr. Dimple Desai from Department of Housing, Larry Wagner of Wagner & Associates, Kevin Knowles (former Executive Director), Burgess Liaison Laurie Jackson, Burgess Robert Burns, Burgess Edward Fennell, Chairperson Swanson, Commissioner Fidalgo, Commissioner Taf and Bernice Bakstis, Public Housing Manager.

A flood light was installed on the side of Building 25, to illuminate area in center of hill.

**Robert E. Hutt Congregate:**

Grease Trap Replacement: I am contacting contractors for quotes for interior grease trap, as only one contractor was willing and/or able to quote the exterior grease trap. The Commissioners requested additional "interior trap" quotes.

A flood light was installed in front of entryway to illuminate sidewalk area in front of building. This will enable the residents and guard to see who is approaching building.

**Lewis Circle:**

Site work is complete at Lewis Circle, and parking lines have been painted.

**Section 8 Program:**

Program Orientation held on Wednesday, October 16, 2013. Approximately 14 families attended the orientation. They were issued vouchers and most will be moving into Naugatuck within the next 60 days.

**Miscellaneous:**

A Public Hearing was held on October 30, 2014 at 4pm at Ida Street office to discuss NHA's 2014 Agency Plan. Stephen Ball from J. D'Amelia & Associates attended and answered questions. The plan was approved by the Board of Commissioners.

Finalizing 2014 budget with John Sullivan, NHA's Fee Accountant. Budget will be submitted to Board of Commissioners and a special meeting is scheduled for November 19, 2013 at 3:00 pm.

*Neighborhood Watch meetings for the month of November:*

**GBL I & II:** Wednesday, November 20, 2013 5:00pm: GLBI, 5:45pm: GBLII

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

**Maintenance Director's Report**  
*October 2013*

- Cleared overgrown brush from Oak Ter.
- Tuned-up Leaf equipment, Repaired leaf blower
- Changed oil in 2 trucks
- Replaced Emergency light 1<sup>st</sup> floor Hutt
- Replaced bulbs on 2 lamp posts (1 Osborne, 1 Congregate)
- Replaced light sensor at Congregate for outside lighting
- Mowed lawns at all locations twice
- Started picking up leaves
- Planted grass at Oak Terrace bare spots throughout complex.
- Painted sign posts at Oak Terrace
- Repaired and painted garbage carts
- 117 Work Orders Completed
- 18 After hours Maintenance Calls performed
- Cleaned and Painted 7 Units (6 at Oak Terrace, 1 at Weid Drive)
- Began servicing snow blowers to prepare for winter

*Commissioner Taf inquired about the number of heat calls on "After Hours Maintenance Log". Kyle Best explained that many residents have difficulty switching the heat remote from cool to heat and setting temperatures. She also asked Christine Warren if tenants are being charged*

*for repeated "after hours" calls to unlock doors. Christine Warren informed her that tenants are given 1-2 warnings, and then charged thereafter, with exception to the elderly.*

6. **Old Business:** None

7. **VOTED:** Unanimously on motion by Commissioner Swanson and seconded by Commissioner Fidalgo to add "Voting for New Vice-Chairperson" to agenda under "New Business" to fill now vacant Vice-Chairperson position, as former Vice-Chairperson Debra Miller elected not to renew her appointment on the Board.

8. **New Business:**

**VOTED:** Unanimously on motion by Commissioner Swanson and seconded by Helen Borbas to nominate Commissioner Taf as "Vice Chairperson" for remainder of 2013 term. Commissioner Taf accepted.

9. **Police Report:** Lt. Cammarata reported that there were no serious issues at the complexes during the last month. He reported that some residents have complained about energy companies soliciting them on NHA properties. He instructed residents to call police if a solicitor is seen on the property, or knocking on their door.

10. **Public Comment:**

Deputy Mayor Tamath Rossi spoke to Board about Naugatuck's TRIAD program. Christine Warren invited her to attend December meeting at Robert E. Hutt to introduce Congregate residents to program.

11. **Commissioner Comments:**

Commissioner Swanson informed residents that Commissioner Miller decided not to renew her appointment on the Board. She thanked Debra Miller for serving on the NHA Board of Commissioners.

She then introduced the Boards' newly appointed Commissioner, Helen Borbas.

Commissioner Taf requested that a thank-you letter be sent to former Commissioner Debra Miller thanking her for serving the Board for so long and what a great job she did while on the Board.

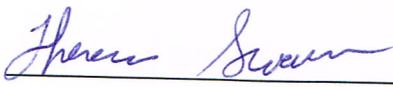
Commissioner Taf asked if anyone has looked into "Call for Aid" system being connected to Naugatuck Ambulance, and if there was any grant money available. Christine Warren said that she would get some pricing, and explained that George B. Lewis complexes are funded by capital funds from HUD. We would have to determine a cost and perhaps move back the scheduled kitchen/boiler work for George B. Lewis II to consider using capital funds to finance the system.

12. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to recess to Executive Session for the purpose of discussing Maintenance Director Contract at 5:40 pm.
13. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to reconvene to public session at 6:02 pm.

**VOTING EMANATING FROM EXECUTIVE SESSION:**

14. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to extend Maintenance Director Contract for a 3-year term commencing on 11/26/2013.
15. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to adjourn the meeting at 6:04 pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary