

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
January 8, 2014**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, January 8, 2014. The meeting was called to order at 5:07 p.m. by Chairperson Swanson. Said meeting was held at George B. Lewis II Complex, 1013 Weid Drive, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Joan B. Taf, Vice-Chair  
Maria Fidalgo, Treasurer  
Helen Borbas, Vice-Treasurer

Others:

Christine Warren, Executive Director  
Kyle Best, Maintenance Director  
Bernice Bakstis, Public Housing Manager  
Lt. Bryan Cammarata, Naugatuck P.D.  
Laurie Jackson, Burgess Liaison

4 Residents

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to approve the Minutes of the December 11, 2013 regular Meeting subject to the following correction: Remove Lt. Cammarata from attendance.
4. Executive Director's Report read by Christine Warren:

*Executive Director's Report  
December 2013*

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

**Move-Ins, Move-Outs and Transfers:**

*Public Housing (NHA Properties)*

4 Units Leased: 2-GBLI, 2-Oak Terrace  
No Unit Transfers  
2 New Vacancies: 1-Congregate, 1-Oak Terrace

*Section 8 Program*

9 Move-Ins  
2 Transfers (within Naugatuck)

11 Vouchers pending-tenants searching for apartments

**Oak Terrace:**

Environmental and Electrical testing is underway in conjunction with Pre-developmental Grant awarded to Oak Terrace on November 21, 2013.

ADA Handicap Grant:

All ADA renovated units have been inspected and approved by Borough Building Department.

Robert E. Hutt Congregate:

Additional lighting installed in front of Building to illuminate sidewalk and front parking area, per Resident's recent requests.

**Miscellaneous:**

NHA received \$37,845.00 from FEMA for disaster recovery. These funds represent 75% of curb repair cost from February 2013 Blizzard. These curb repairs will be performed in 2014.

Purchased 1 Certified Used Pick-up Truck for Maintenance and new AWD Equinox for office. Truck will replace maintenance vehicle at Oak Terrace. Gas tank has leak and exhaust fell off. Equinox will be used for office staff to travel to and from NHA properties. Both were year-end deals. Vehicles were purchased from Terryville Chevrolet. I am contacting salvage yards to pick up old truck and car from Oak Terrace. We should be able to get \$200-\$300 per vehicle.

*There will be no Neighborhood Watch meetings for the January-March 2014*

*Commissioner Taf asked Christine Warren how much was paid for the vehicles. Christine Warren responded \$27,186 for 2014 AWD Equinox and \$18,459 for 2011 Chevy Silverado.*

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

**Maintenance Director's Report**  
*December 2013*

- Replaced battery in Truck (Tom's)
- Finished leaves at Oak Terrace
- Removed leaf box from truck
- Snow Removal 12/9, 12/10, 12/15, 12/17
- Repaired both plows Oak Terrace
- Repaired Sander Oak Ter.
- Cleaned and Painted 4 Unit (2 Oak Ter. 1 GBLI, 1 Lewis Circle)

- 12 After Hours tickets
- 50 Work Orders

*Commissioner Taf asked Kyle Best why only one maintenance worker was putting in work orders for vacant apartments and others were not.*

6. **Old Business:** None

7. **New Business:**

**Discussion regarding Architectural and Engineering Contracts for SHRP Grant. Commissioners asked to review contracts prior to voting to sign.**

**VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to add to Agenda: *“Discussion and Possible Action to Commit up to \$500,000 in reserves if SHRP Grant received by NHA.*

**Discussion regarding committing up to \$500,000 in reserves toward Oak Terrace Modernization work if SHRP Grant awarded to NHA.**

**VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas for NHA to commit to spend up to \$500,000 in reserves toward Oak Terrace modernization work if SHRP Grant awarded to NHA.

8. **Police Report:** Lt. Cammarata alerted residents of recent Water Company scam where individuals posed as Water Company employees and asked elderly couple of money to check their water pipes. He reminded residents to always ask for ID and that companies should not ask for money to check their own equipment.

9. **Public Comment:**

Beulah Merritt (10A) commented that she believes it is critical that the call-for-aid system be dispatched directly to emergency personnel. Christine Warren and Commissioners stated they are looking into this matter and tenants will be informed when details are received.

10. **Commissioner Comments:**

Commissioner Borbas commended Maintenance Department on sanding and plowing efforts during recent snowstorm. She also stated that Jim Gallagher hosted a Christmas dinner for residents at GBLI on December 18, 2014 and lit a candles in remembrance of residents who passed away in 2014.

Commissioner Taf asked Christine Warren if tenant balances were being pursued before being written off. She explained that when tenant whereabouts are known, the balance is actively being pursued, prior to write-off.

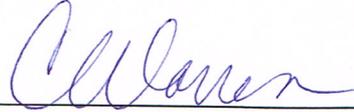
11. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to adjourn the meeting at 5:46 pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary