

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
May 14, 2014**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, May 14, 2014. The meeting was called to order at 5:00p.m. by Chairperson Theresa Swanson. Said meeting was held at George B. Lewis II Complex, Community Room, 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
Juel Brinchman, Tenant Commissioner

Others:

Christine Warren, Executive Director
Kyle Best, Maintenance Director
Lt. Bryan Cammarata, Naugatuck P.D.
Laurie Jackson, Burgess Liaison

2 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Brinchman to approve the Minutes of the April 9, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

***Executive Director's Report
April 2014***

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

Move-Ins, Move-Outs and Transfers:

Public Housing (NHA Properties)

2 Apartments rented: 1-Oak Terrace, 1 Lewis Circle

Section 8 Program

1 new Move-in

12 Vouchers pending-tenants searching for apartments

George B. Lewis I & II:

All inspection items have been resolved.

REAC Inspection scheduled for April 30, 2014 was cancelled by HUD. I am waiting to hear back from them as to if they will be coming to inspect this year, or if they will wait until 2015, when Lewis Circle is due.

Envirocare Pest Control will be spraying both complexes for wood bee and wasp prevention the week of May 12, 2014.

I am in the process of obtaining quotes for curbing repair utilizing the storm reimbursement funds received from FEMA and possible re-surfacing of GBL complex parking lots.

Robert E. Hutt Congregate:

Grease Trap quotes have been received. They are being submitted to NHA Board for review.

Linda Peck, Resident Service Coordinator for Hutt, hosted a wonderful “Arbor Day Ceremony at the site on Friday, April 25. A tree was planted and dedicated to residents who have passed away or moved to nursing homes. Refreshments were served in the dining room after the ceremony.

Section 8:

Rosa Mejia held a Section 8 orientation on Wednesday, April 30, 2014. Twelve (12) new vouchers were issued to new participants from our Section 8 waiting list. We are currently at #350 on our Section 8 waiting list.

Oak Terrace:

We have not yet received notification of whether SHRP grant request for Oak Terrace is approved. We have provided them with additional documentation requested and are waiting to hear from Department of Housing.

Miscellaneous:

NHA Maintenance Staff removed shrubs surrounding concrete stairs and ramp at 16 Ida Street office in preparation for masonry repairs to be performed in May.

Bernice Bakstis and I attended 2 trainings in April. Fair Housing and State and Federal Rent Calculation Training, both held at the Greek Orthodox Church in Waterbury. We also attended a webinar on “Lease Termination” Procedures.

I attended Naugatuck Valley Health Department's monthly "Healthy Homes Initiative" meeting. This program provides homeowners and landlords with assistance in identifying and proper abatement (removal) of lead paint. We partner with them in providing training and certification for our landlords/property owners to become lead-certified, enabling them to remediate lead paint in Section 8 apartments.

Neighborhood Watch Meeting will resume this month:

Wednesday, May 21, Oak Terrace, Community Room 5:00 pm

Wednesday, May 28, George B. Lewis I, 5:00 pm, George B. Lewis II 5:45 pm

Vice Chairperson Taf asked how much money was received from FEMA toward paving/curbing repair. E.D. Christine Warren informed her approximately \$37,000 was received.

Commissioner Brinchman asked if the funds were appropriated to each complex, for example federal, state, or if we could choose. E. D. Christine Warren stated that a dollar amount was designated for each complex, however, depending upon whether DOH awards modernization grant funds to Oak Terrace, we may be able to use more of the FEMA money toward other complexes, since paving is included in grant request.

Commissioner Brinchman asked if money can be spent freely, or does it have to be designated per complex. E. D. Christine Warren said that accounting-wise, it must be distributed to the appropriate complexes.

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

Maintenance Director's Report
April 2014

- Replaced 2 Water Heater (Oak Ter)
- Repaired potholes at all locations
- Cleaned and Painted 5 Units (2 Oak Ter, 2 Lewis Cir, 1 Osborne)
- Completed 85 Work Orders
- 18 After Hours Calls
- Repaired guard rail at Congregate
- Planted tree at Congregate
- Replaced 3 expansion tanks on boilers at G.B.L. (Buildings 1, 4 & 10)
- Replaced hot water controller (thermostat) on Building 11 at G.B.L.
- Got mowers, Equipment ready for summer
- Re-seeded grass throughout Oak Ter.

Chairperson Swanson said there have been several complaints about limited parking at GBL1, Osborn Road and asked Maintenance Director Kyle Best why if he knew how far past parking lot does property line end. He said he wasn't sure, but would look into it.

E. D. Christine Warren said she was looking into adding more parking before Bldg 4 area. Commissioner Borbas stated that there are electric & cable boxes in that area.

Commissioner Taf asked if all the handicap apartments are occupied at Oak Terrace. Kyle Best confirmed that they are all occupied.

Commissioner Taf stated that she was glad to see that most of the Congregate apartments which were vacant are now occupied.

Commissioner Taf stated that she saw 4 lock-outs on After-Hours report. She asked if they were all the same people. Kyle Best responded that they are all new.

6. **Police Report:** Lt. Cammarata informed the residents that there has not been much criminal activity on the GLB complexes according to police records. He alerted residents to new scam in area where the caller claims to have kidnapped a family member. He reminded them to always call the Police, before sending any money.

Burgess Liaison Laurie Jackson cited a recent scam which occurred whereas someone repeatedly called her stating that she had been awarded a \$7,000 grant from the government. She contacted the police and filed a report.

7. **Old Business:** None

8. **New Business:**

Discussion regarding Grease Trap for Robert E. Hutt Congregate:

Commissioner Taf questioned differences in scope of work and prices from various contractors. The Board decided that they need more information & clarification of work to be completed and cleaning requirements.

VOTED: Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Taf to table this item until clarification of scope of work on bids submitted is clarified.

Discussion on proposed base rent increase for Oak Terrace:

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to table this item due to information which had just come to light from NHA fee accountant.

Discussion regarding new TV's for NHA Community Rooms:

In response to last month's inquiry by Commissioner Brinchman and the Board to obtain new TV's for Community Rooms:

E.D. Christine Warren and Bernice Bakstis, Public Housing Manager are in the process of applying for State funds available for new TV's for Congregate and Oak Terrace properties. However, no federal funds are available for Televisions. E.D. Christine Warren spoke with Jack Sullivan, fee accountant, who stated that reserves are sufficient to purchase TV's for GBL Complex Community Rooms.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to purchase new Televisions for GBL Community Rooms, Robert E. Hutt, and Oak Terrace Complexes, if fund are not awarded by CHFA (Request pending).

9. **Public Comment:**

Laurie Jackson asked if her Aunt (Edna Manners) was recognized at the ceremony. She asked E. D. Christine Warren to find out if her name was listed.

10. **Commissioner Comments:** Commissioner Fidalgo said that she had been to Beacon Brook recently and visited some of our former and current tenants.

Commissioner Brinchman thanked the Board for getting approval to purchase new TV's for Community Rooms.

Commissioner Borbas said that she hopes that everyone will take a moment on Memorial Day to honor our Service men and women and all the sacrifices they make on our behalf.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to adjourn the meeting at 5:50 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary