

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
August 13, 2014

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, August 13, 2014. The meeting was called to order at 5:06 p.m. by Chairperson Theresa Swanson. Said meeting was held at 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
Kyle Best, Director of Maintenance

8 Residents

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 of the July 9, 2014 Regular Meeting.
4. Executive Director's Report read by Christine Warren:

Executive Director's Report
July 2014

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

Move-Ins:

Public Housing (NHA Properties)

3 Apartments rented: 1-Oak Terrace, 1-Congregate, 1-GBLII

Section 8 Program

3 new Move-in's

George B. Lewis I & II:

HUD will be coming for an annual inspection of both complexes, on Thursday, August 14, 2014. Notices have been posted for Residents.

Signs were installed at GBLI driveway stating "Tenant Parking Only", pursuant to recent request from residents that aides and guests are taking tenant parking spots for extended periods of time.

Robert E. Hutt Congregate:

Hutt summer picnic was held on Friday, July 25. Residents, family & friends attended. Carol, Tom, Linda & Debbie did a wonderful job.

American Rooter is waiting for delivery of Grease Trap Unit. They will be working around kitchen schedule, so no meals will be interrupted. Installation will be scheduled for mid-August.

Congregate Residents had inquired about having blinds hung on terrace outside of dining room, to shade from blinding sun. I am in the process of getting sun shade installation quotes.

Kyle Best informed me of deteriorating sidewalk in front of Congregate entryway. We are looking into having the area paved, as the concrete repairs crumble away each winter. We are hoping that asphalt may wear better, and there will be no seams where walkers and canes can get stuck, thus eliminating trip hazards.

Section 8:

We are currently at # 350 on our Section 8 waiting list.

Oak Terrace:

NHA has been awarded subsidy for 109 apartments at Oak Terrace. The Housing Authority will receive a monthly subsidy from the State of CT, Department of Housing. This subsidy will be used to borrow funds from a local bank, in conjunction with pending grant application to perform modernization work at Oak Terrace.

NHA submitted a new grant request in the amount of 3.7 Million to be used for site renovation and apartment upgrades at Oak Terrace.

NHA will receive 150,000 in free insulation for Oak Terrace complex from the New Opportunities Weatherization Project. They conducted an energy analysis & found that tenants would save on heating bills if additional insulation is installed in attic areas. Work will begin, Monday, August 11, and will take approximately 1 month to complete. Notices have been disseminated to all tenants.

Lewis Circle:

New Opportunies also conducted a heating audit at Lewis Circle. We may be getting free insulation for basements and attic at this location as well. I am awaiting their report.

Miscellaneous:

Auditors visited our office July 21-23, 2014 to perform 2013 Audit. We are awaiting the final reports.

J. D'Amelia & Associates (Statewide Section 8 & Rap Subsidy Company) has opened their Waiting list effective 8/4/2014-8/14/2014. We have been referring any inquiries that do not qualify for NHA's current open waiting lists. Applications have been printed and are available in the lobby located at 16 Ida Street.

Commissioner Taf asked if NHA would be responsible for paying difference if insulation costs at Oak Terrace exceed \$150,000. E. D. Christine Warren stated that New Opportunities was paying for the project 100%--and that attics were pre-measured by them to arrive at most accurate cost.

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

Maintenance Director's Report July 2014

- Mowed lawns 4 times each location
- Power washed all Units at Oak Ter.
- Power washed Congregate patio area
- Replaced drive belt on mower
- Installed "Back-up Alarms" on the 4 vehicles that did not have them
- Cleaned and Painted 2 Units (1 Osborne, 1 Oak Ter.)
- Completed 8 After Hours calls
- Completed 126 work orders

6. **Old Business:** None

7. **New Business:**

A. Resolution #296 Read by Chairperson Swanson whereas the Board of Commissioners voted to submit a request for pre-developmental grant from Department of Housing to cover architectural and engineering costs associated with SHRP Grant requested in 2014. A roll call vote was taken and Resolution was unanimously approved.

B. Board Discussion regarding crumbling concrete at Congregate entryway. Despite numerous repairs, each winter the concrete crumbles from sand/salt application. Residents have complained about walkers and canes getting stuck in cracks in sidewalks and seams. E. D. Christine Warren proposed paving the front sidewalk and entryway with asphalt to prevent trip hazards. NHA Board was in agreement and asked for Christine Warren and Kyle Best to obtain quotes to pave the area.

8. **Police Report:** None

9. **Public Comment:**

MaryAnn Mitchell (3C) asked if the newspaper delivered daily is for tenants or guard. She stated that the security guard takes the paper each day and locks in her desk. Christine Warren said that she wasn't sure who it was being delivered for, but will research. If it is NHA's paper, then residents have access to it.

She also asked the Board if Maintenance could look into painting the mailbox area, and lobby. Kyle Best will look into it.

She also asked for a 2nd soda machine on the first floor, as some tenants do not want to travel all the way to 2nd floor for soda, and often machine is empty. Christine Warren will see if there is enough space for a 2nd machine, and if the company can possibly fill the soda machine more often.

Ms. Mitchell also stated concern for a fellow resident who she doesn't feel is being adequately assisted by her aide. Christine Warren will research the situation.

Barbara Brockwell (1F) stated that her neighbor is still smoking in her apartment despite NHA's no-smoking policy effective 7/1/2014. She always smells smoke in the hallway, and leaks into her apartment. She has confronted resident and she refuses to listen stating that she has always smoked here and always will. Christine Warren stated that they are implementing the appropriate protocol while addressing the issue, and will continue to enforce the policy.

Evelyn Racine (3G) stated that security guard took the new fan which was put in the laundry room and put beside her desk. Ms. Racine confronted her and said that the fan belongs in the laundry room. The security officer complied and returned to laundry room at end of day.

Tenants voiced various complaints about guard's non-cordial attitude toward the residents. Christine Warren will investigate the issues discuss and take appropriate action. She asked the

residents to please contact her or Bernice Bakstis directly if there are any future occurrences. They also said that they were very happy with Security Guard Mason.

Residents voiced concern about Resident Service Coordinator having access to residents rent adjustment paperwork. Christine Warren will advise Bernice Bakstis and Mike Mormile not to share any of this information with the RSC.

Barbara Brockwell (1F) stated that she was told that residents would have to leave the building when exterminators came to her neighbors unit to rid of bed bugs. Christine Warren told her that no one would have to leave the building. The exterminators use heat to eliminate the bed bugs, and not chemicals. She also advised tenants at adjoining apartments to contact her or Bernice Bakstis if they have any concerns or see any bugs.

10. **Commissioner Comments:** Chairperson Swanson commented on how nice Oak Terrace buildings look since they were power-washed by Maintenance.
11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to adjourn the meeting at 5:50 pm.

Respectfully submitted,



Theresa Swanson
Chairperson

Christine Warren
Executive Director/Secretary

RESOLUTION #296

APPROVAL OF SUBMISSION OF PREDEVELOPMENT GRANT REQUEST

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority has determined that it would be in the best interest of the Authority and the tenants of Oak Terrace Complex to request a pre-development grant in the amount of \$250,000 from the State of Connecticut Department of Housing to cover the cost of architectural and engineering costs associated with SHRP Grant Request for Modernization and Site Upgrades at Oak Terrace Housing Complex.

NOW THEREFORE BE IT RESOLVED, that the Naugatuck Housing Authority grants the Executive Director to execute documents associated with application of \$250,000 Predevelopment Grant.

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Maria Fidalgo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Joan Taf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Helen Borbas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Juel Brinchman (<i>ABSENT</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution #296 Approved: Yes 4 ✓ or No _____

Date: 8/13/14

Theresa Swanson
Theresa Swanson,
Chairperson