

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
May13, 2015**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, May 13, 2015. The meeting was called to order at 5:03 p.m. by Chairperson Theresa Swanson. Said meeting was held at the George B. Lewis II Complex, 1013 Weid Drive, Naugatuck, CT 06770

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Maria Fidalgo, Treasurer
Helen Borbas, Assistant Treasurer
Juel Brinchman, Tenant Commissioner

Others:

Christine Warren, Executive Director
Kyle Best, Director of Maintenance
Bernice Bakstis, Public Housing Manager
Laurie Jackson, Burgess Liaison

5 Residents

1. Chairperson Swanson led the Pledge of Allegiance to the Flag.
2. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to approve the Minutes for the Regular Meeting held on April 8, 2015 and Special Meeting held on April 29, 2015.
3. Executive Director's Report read by Christine Warren:

***Executive Director's Report
April 2015***

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of April 2015 for our Federal (HUD) complexes.

Move-Ins:

Public Housing (NHA Properties)

2 Apartments rented: 1-GBLII, 1-Congregate

Section 8 Program

1 Move-In

George B. Lewis I & II:

3 Large pine trees at end of Osborn Road were removed by Bellemare Tree Service. The cost was \$1,500.00. Stumps will also be ground up, to provide space for maintenance to plow snow.

We are obtaining quotes from Concrete contractors to repair GBLI concrete sidewalks, entryway, and curbing damaged by plows. We will have them remove concrete curb at end of Osborn so that snow can be pushed back.

We are also obtaining quotes for asphalt curb repair and GBLII complex. Funds toward these repairs were received from FEMA last year.

Carpenter bees are back, especially at GBLII Complex-Weid Drive. Envirocare will be spraying all buildings on Monday, May 18, 2015.

Lewis Circle:

Envirocare will be spraying Lewis Circle buildings for bee prevention on Tuesday, May 12, 2015

Lewis Circle complex was inspected by HUD inspector on April 7, 2015. We received a score of 94—highest to date. As a result of receiving a high score, Lewis Circle will not be inspected for 3 more years (2018). Maintenance staff did a great job of completing all repairs and pre-inspection work.

Oak Terrace:

Ion Bank appraiser visited site and is compiling appraisal for bank financing for portion of modernization work at Oak Terrace. Terms and conditions of grant award and financing submitted to NHA legal counsel for review.

Robert E. Hutt Congregate:

Concrete sidewalk in front of building is crumbling again from salt/sand application all winter, despite repairs made prior to winter. We were exploring removing concrete at entryway & front sidewalk, and replacing with asphalt. I was advised that the asphalt would crack & roll with freezing and thawing, and that concrete with smaller joints would be more beneficial. The concrete handles expansion better, and smaller joints will prevent tenants' walkers from getting stuck in seams. The existing concrete was installed in 1992, and has lasted 23 years. If we replace, it should last at least another 20 years. Kyle is contacting concrete contractors for quotes.

Section 8:

We are currently at # 410 on our Section 8 waiting list.

Miscellaneous:

Applications for a part-time laborer have been received. Kyle Best, Maintenance Director and I are in the process of scheduling interviews.

Mark Douy, NHA Maintenance worker attended a “Lead Safety Renovation Repair and Painting” refresher training class at ChemScope. This certification approves the housing authority for lead paint safety.

4. Maintenance Director’s Report read by Kyle Best:

Maintenance Director’s Report
April 2015

- Tuned up mowers & trimmers
- Replaced brakes on Mechanic truck
- Changed oil in 2 trucks (Oak Ter)
- Cleaned leaves away from buildings and storm drains at Oak Ter.
- Installed flood light behind building 16 Oak Ter.
- Cut down & removed tree behind Osborne Rd. Community Room (leaning towards building)
- Cleaned and removed sander from dump truck
- Cleaned and Painted 3 Units (1 Oak Ter, 1 Weid, 1 Osborne)
- Completed 15 After Hours Calls. No dispatch on 4 of those
- Completed 107 Work Orders

5. **Police Report:** N/A

6. **Old Business:** E.D. Christine Warren provided an update to Board with respect to GBLI Building 4, Fire and Call-for-Aid alarms repaired and tested by Silent Watchman Alarm Company the first week of May 2015. Fire and call-for-aid alarms are now operating correctly.

7. **New Business:**

- A. **Discussion regarding “Tenant Request for Barbeque grills at GBL Complexes”**

A written request was submitted to Board by George B. Lewis I tenant requesting that barbeque grills be allowed at tenant apartments at GBL Complexes.

Commissioner Borbas commented that she does not feel that Barbeque grills should be allowed at any of NHA’s elderly or disabled complexes due to insurance liability and fire risk.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to deny the request for Barbeque grills to be allowed at NHA disabled and elderly complexes.

B. Discussion with respect to Proposed NHA Maintenance Charges. A proposed list of Maintenance charges for damages/repairs resulting from tenant abuse or neglect of unit. Note: Fees will not apply to repairs resulting from normal “wear and tear” of items in accordance with NHA lease.

A discussion was held with respect to clarification that fees will only be charged to tenants who neglect to care for the property or damage the property. These fees will not apply to damage due to mechanical defect or “normal wear & tear” according to NHA lease. Once charges are approved, they will be disseminated to NHA tenants and added to Tenant Handbook.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve proposed “Maintenance Charges”.

8. **Public Comment:**

Ronald Albaitis (12F) commented that carpenter bees should be sprayed while they are in the holes, then holes plugged, or traps should be set to capture bees. He also asked if any repairs were going to be made to Weid Drive potholes. He also asked if Weid Drive could be swept by Borough.

Christine Warren and Kyle Best commented that the potholes were filled during winter, but have since opened again. They will check with Street Dept. to see if they can repair & sweep Weid Drive when they are in the area.

Ron Albaitis also commented on what a great job NHA’s maintenance staff did with dealing with the 29 storms this winter.,

Ed Kamienski (9G) commented that he is a new resident, and he said that he is very happy with his apartment and NHA’s maintenance staff.

Burgess Liaison Laurie Jackson wished everyone a Happy Memorial Day and also commented with respect to the Food Service at the Congregate site. She expressed her support for Carol Jean’s catering and hopes that the Board will consider tenants’ input when procuring contract for food services at the location.

9. **Commissioner Comments: Chairperson Swanson** complimented NHA Staff for the high score received by HUD for Lewis Circle.

Commissioner Brinchman informed everyone that there will be a Memorial Day Breakfast to honor Veterans on Saturday, May 23, 2015 at 10:00AM. There is a \$6 donation, and a sign-up sheet at GBLII Community Room.

10. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to recess to Executive Session at 5:42 pm to discuss Food Service Contract at Robert E. Hutt Congregate. **Public Excused.** *Public Housing Manager, Bernice Bakstis invited to attend..*

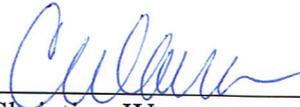
11. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to reconvene meeting at 5:55PM.

12. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to extend Carol Jean's catering contract for one year commencing July 1, 2015 through June 30, 2016 at same price per meal.
13. **VOTED:** Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to adjourn meeting at 5:57pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary