

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
July 8, 2015**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, July 8, 2015. The meeting was called to order at 5:10 p.m. by Chairperson Theresa Swanson. Said meeting was held at the George B. Lewis I Complex, 71 Osborn Road, Naugatuck, CT 06770

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Joan Taf, Vice-Chairperson  
Maria Fidalgo, Treasurer  
Helen Borbas, Assistant Treasurer

12 Residents

Others:

Christine Warren, Executive Director  
Kyle Best, Director of Maintenance  
Bernice Bakstis, Public Housing Manager  
Laurie Jackson, Burgess Liaison  
Officer Michael Favale, Naugatuck PD.  
Stephen Ball, J. D'Amelia & Associates  
Dana Forrester, Eversource  
John Ferguson, New Opportunities

1. Chairperson Swanson led the Pledge of Allegiance to the Flag.
2. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the Minutes for the Regular Meeting held on May 13, 2015.
3. Executive Director's Reports for May and June read by Christine Warren:

*Executive Director's Report  
May 2015*

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

**Move-Ins:**

*Public Housing (NHA Properties)*

6 Apartments rented:        1-GBLI, 2-GBLII, 1-Congregate, 2-Oak Terrace

*Section 8 Program*

4 Move-In's

**George B. Lewis I & II:**

We are awaiting quotes for curbing and sidewalks repairs at GBL complexes.

A "Veterans Ceremony and Breakfast" was hosted by a GBLII Resident, Juel Brinchman. A flag ceremony was held, and local veterans were treated to breakfast.

### **Oak Terrace:**

A public hearing was held Friday, May 29, 2015 at 10:00am to discuss the Base Rent increase for Oak Terrace residents effective July 1, 2015, which was approved by the Board of Commissioners in May 2015. Nine residents attended the hearing. Steve Ball of J. D'Amelia & Associates, Bernice Bakstis and Christine Warren were present and explained why the base rents were increasing, and that most tenants were not impacted because of an increase in their utility allowance, and subsidies being received from the State of Connecticut Department of Housing.

Newly approved SRAP (State Rental Assistance Program) apartments are in the process of being inspected by J.D'Amelia & Associates. Once required repairs are identified, Maintenance will perform, so that NHA can receive subsidy from the Department of Housing.

NHA will be offering a free once-a-year bulk trash/furniture cleanup to Oak Terrace residents in an effort to encourage tenants to get rid of unwanted items prior to any modernization or relocation work beginning. After July 1, 2015, tenants will be charged for bulk item pickup-per Maintenance Charges schedule distributed to tenants.

### **Robert E. Hutt Congregate:**

We are awaiting quotes for repair of concrete sidewalk and entryway.

We have received 16 surveys back from Congregate Residents. Tenant feedback will be used when procuring food, cleaning and security services for new contracts to be effective July 2016.

### **Section 8 Program:**

We are currently at # 440 on our Section 8 waiting list. An orientation is being held on Tuesday, June 9, 2015.

### **Miscellaneous:**

NHA "Maintenance Charges" effective July 1, 2015 have been distributed to all NHA tenants. *Reminder: charges apply to repair or replacement of items damaged by tenant or resulting from tenant neglect or misuse of property. Repairs resulting from general "wear-and-tear" will not be charged to tenants. Not all charges apply to all complexes, as indicated on fee schedule.*

We are awaiting for bid specifications from Department of Housing. Once we receive them, we can go out to bid for work to begin end of 2015. No schedule has been determined as of yet.

A new part-time laborer started with NHA on Monday, June 1, 2015. His name is Robert (Bobby) Kennedy. He is a Naugatuck resident. He is currently training with our Maintenance Staff.

A Note of Appreciation was received from an Oak Terrace resident commending NHA Maintenance Staff on the fine job they did with the fall & winter cleanup. We appreciate the Notes of Praise, and always share them with our Board and staff.

***Executive Director's Report***  
***June 2015***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

1 Apartment rented: 1-GBLII,

*Section 8 Program*

No new move in's

**George B. Lewis I & II:**

We are still awaiting quotes for curbing and sidewalks repairs at GBL complexes. Calls have been placed to contractors urging them to submit bids a.s.a.p.

We have had some streetlights intermittently out at GBLI-Osborn Road. We had an electrician troubleshoot each light pole & he determined that there is a break in the wiring below ground. Kyle has been in touch with a contractor to dig a trench so that the wiring can be repaired.

**Oak Terrace:**

Steve Ball from J. D'Amelia & Associates met with alarm companies to establish specifications for fire alarm/call for aid systems at Oak Terrace. He is preparing bids to be reviewed by the Department of Housing before release.

**Robert E. Hutt Congregate:**

Kitchen appliances and walls were washed by RICH's cleaning. Maintenance staff is the I the process of painting the ceilings and wall of kitchen and adjoining hallway.

We are still awaiting quotes for repair of concrete sidewalk and entryway. Contractors are very busy, but assure me work can be completed prior to winter.

I am in the process of preparing RFP's for cleaning, security & food service renewals for 2016.

**Section 8 Program:**

Our current waiting list is depleting, therefore, we will be reopening the Section 8 waiting list in August. The Section 8 program provides rental assistance in an approved apartment for low income families and individuals in the Borough. It will be a "lottery", and the first 500 random applicants will be accepted. Letters will be mailed to applicants accepted within 45 days of the waiting list closing.

### **Miscellaneous:**

I am in the process of preparing "Request for Proposal" for fee accounting. Our current contract with Jack Sullivan expires on 12/31/2015.

Our new part-time laborer, Bobby Kennedy is doing a great job. He has been working at all complexes shadowing and performing painting, work orders and mowing/trimming.

4. Maintenance Director's Reports for May and June read by Kyle Best:

#### **Maintenance Director's Report** *May 2015*

- Mowed lawn 3x at all locations
- Repaired pot holes at Oak Ter and Weid Dr
- Replaced damaged siding at 34-E Oak Ter.
- Installed sanitizing dispensers in GBL Laundry rooms
- Cleaned Filters on all Heat/A/C units at Oak Ter
- Replaced brakes and oil on Jimmy's truck
- Cleaned and Painted 4 Units (3 Oak Ter, 1 Weid)
- Completed 19 After Hours Calls. No dispatch on 2 of those
- Completed 95 Work Orders

#### **Maintenance Director's Report** *June 2015*

- Mowed lawn 3x at all locations
- Painted Kitchen at Congregate
- Cleared brush behind Bldg 37 Oak Ter & behind Congregate
- Patched sidewalks at Osborne and Ida st. and Congregate
- Cleaned and Painted 4 Units (1 Lewis Cir, 2 Weid, 1 Osborne)
- Completed 15 After Hours Calls. No dispatch on 3 of those
- Completed 130 Work Orders

Commissioner Taf asked Kyle Best if we were planning on holding all vacant units and expressed concern with respect to rental loss. Stephen Ball of J. D'Amelia & Associates explained that leaving the apartments at Oak Terrace vacant for on-site relocation would be more cost efficient than relocating the tenants off-site during renovations.

She also asked if repairs to vehicles on report were performed by Paul Alberto. Kyle best confirmed that Paul is performing the repairs on-site.

5. **Police Report:** Officer Michael Favale provided the Board and residents with a sample “scam letter” received by a resident of the Borough. It was a “lottery” letter from Spain. They were asking addressee to provide her bank account information to receive her winnings. He reminded everyone that anyone calling from a financial institution or the IRS should not be asking for account numbers or Social Security numbers. In addition, they normally mail correspondence, and do not call. He advised them never give out account or identity information over the phone.
6. **Old Business:** None
7. **New Business:**
  - A. **Discussion and possible vote with respect to opportunity to receive Weatherization/Lighting upgrades at GBLI & GBLII Complexes and new boiler pumps at GBLI Complex.**
    - Dana Forrester from Eversource and John Ferguson of New Opportunities spoke to the Board and Residents with respect to a Weatherization/Lighting upgrades available at both George B. Lewis complexes. The Housing Authority will contribute \$23,315 toward \$149,000 in weatherization and lighting upgrades to site and tenant apartments at GBL I & II. New, energy efficient boiler pumps will be installed at GBLI complex. In addition, NHA will receive a refund from Eversource to apply toward boilers newly installed at GBLII site in 2014. If accepted, work may begin as early as following week, and complete by August 2015.
    - **VOTED:** Unanimously by Board of Commissioners via Roll-Call vote to approve **Resolution #300: Weatherization/Lighting/Boiler Pump Upgrades at GBLI & GBLII Complexes.**
    - **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to table New Business Item B: **“Discussion with respect to increased account maintenance fees being charged by Bank of America”** until next regular meeting, so that additional information can be obtained.
8. **Public Comment:**

**Mary Miller (24B Oak Terrace)** asked why we did not reschedule the cancelled meeting at Oak Terrace in June. Christine Warren explained that if we do not have enough Commissioners present to hold a quorum (min. 3 Board Members), we cannot have a public meeting. Ms. Miller also asked who would packing her belongings when the relocation begins at Oak Terrace. Christine Warren explained that if a tenant is able to pack, NHA is requesting that they pack their belongings. The Housing Authority staff will move the boxes. Ms. Miller also asked how long they will be out of their apartments during renovations. Steve Ball from J. D’Amelia & Associates stated that he estimated renovations to be 45 days per unit, approximately 30 units being renovated at a time.

**Jean Braley (4D)** asked if heating coils on the roof of Bldg. 4 have been repaired since last winter. She doesn’t want to have any leaks next winter due to ice buildup. E.D.Christine

Warren informed her that she believes the item had been repaired, but would follow up to ensure that it has been done. Ms. Braley also inquired about siding damaged or missing at rear lower portion of Bldg 4. Kyle Best informed her that he would check and have it repaired or replaced.

**William Hulburt (5B)** asked if all “after hours” calls were necessary. He understands that it cost the housing authority overtime to dispatch maintenance staff after hours. Kyle Best informed him that they are all necessary and that he screens all calls to determine whether maintenance needs to be dispatched.

**Commissioner Comments:** **Commissioner Borbas** wished everyone a pleasant and healthy summer! **Chairperson Fidalgo** commended Kyle and NHA Maintenance Staff for compliments the Board has been receiving with respect to how nice Oak Terrace and all our properties look.

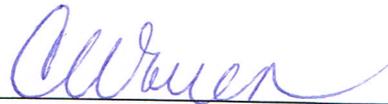
9. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to adjourn meeting at 5:55pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary

On Wednesday, July 8, 2015, a vote was take on the following resolution:

RESOLUTION #300

Weatherization/Lighting/Boiler Pumps Upgrades at GBLI & GBLII Complexes

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority approves the executive director to execute contracts with Eversource to receive Weatherization/Lighting upgrades at the GBLI & GBLII Complexes and Boiler Pump Upgrades at GBLI Complex.

NOW THEREFORE BE IT RESOLVED, that the Naugatuck Housing Authority has approved the Upgrades to be performed by Eversource and its approved contractors at the George B. Lewis I & II Housing Complexes.

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	<u>X</u>	___	
Commissioner Maria Fidalgo	<u>X</u>	___	
Commissioner Joan Taf	<u>X</u>	___	
Commissioner Helen Borbas	<u>X</u>	___	
Commissioner Juel Brinchman	___	___	<i>absent</i>

Resolution #300 Passed

*Theresa Swanson*  
Theresa Swanson  
Chairperson