

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**August 12, 2015**

**REVISED**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, August 12, 2015. The meeting was called to order at 5:00 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt Congregate Housing Complex, 480 Millville Avenue, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

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

Others:

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

14 Residents

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 July 8, 2015.
3. Executive Director's Report for July read by Christine Warren:

***Executive Director's Report  
July 2015***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

3 Apartments rented:        1-GBLI, 2-GBLII

*Section 8 Program*

4 new move in's

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

Streetlights with damaged wiring have been repaired at GBLI-Osborn Road. There are 2 light bulbs out in other lights. The ballasts will be replaced by New Opportunities when lighting upgrades performed. I am waiting for a date for the upgrades.

New Opportunities completed weatherization measures at GBLI complex, and new energy-efficient circulator pumps were installed on boilers.

### **Oak Terrace:**

NHA Attorney and Steve Ball of J. D'Amelia & Associate are working with the State of Connecticut Department of Housing to review plans for work to be performed at Oak Terrace. Steve Ball will work closely with them to modify or revise to their specifications. I obtained an extension from Ion Bank for the portion of financing they are providing towards Oak Terrace renovations.

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

Maintenance staff painted the kitchen and adjoining hallway, after RICH cleaning washed walls and appliances. We had to replace a worn-out freezer at this site. We purchased a new 2 door full-size freezer for \$2300.00 from the Restaurant Supply Store in Waterbury.

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.

### **Section 8:**

We are opening the Section 8 Waiting List from Monday, August 17, 2015 through Friday, August 21, 2015. Legal ads and pre-applications were posted in the Waterbury Republican Newspaper August 7-9, 2015. These forms are also posted on the CT Info line, 211. Pre-applications are available at [www.cthcvp.org](http://www.cthcvp.org). The pre-application must be printed, completed and mailed between 8/17/15-8/21/15. Applications mailed prior to or after these dates will be disregarded, as will fax and drop-off applications. Only mailed applications are being accepted.

### **Miscellaneous:**

“Request for Proposal” for fee accounting will be posted in Waterbury Newspaper in September. Our current contract with Jack Sullivan expires on 12/31/2015.

Commissioner Taf asked why is there a cost difference between the amount paid for freezer for Congregate differs on E.D. Report and payable report provided to Board. E. D. Christine Warren explained that the additional cost was for delivery of the new freezer and pick-up & disposal of old freezer. The actual procured cost of the freezer was under \$2500.

Chairperson Swanson and Commissioner Taf asked Christine Warren why it is taking so long to get quotes for concrete repair for sidewalk at Hutt site. Christine Warren responded that contractors have looked at job, but are slow in providing bids. Commissioner Taf asked how long the Ion Bank extension was. Christine Warren responded that she believed it was 60 days and would double-check and confirm.

**Maintenance Director's Report**  
*July 2015*

- Mowed lawn 4x at all locations
- Jim and Bob Trimmed hedges at GBL Locations
- Washed Congregate garbage cans
- Replaced battery in Mechanic truck
- Painted Craft rooms at Congregate
- Cleaned and Painted 3 Units ((2 Weid (Jim, Bob), 1 Lewis Cir (Paul, Tom, Bob))
- Completed 11 After Hours Calls. No dispatch on 2
- Completed 109 Work Orders

Commissioner Taf asked Kyle Best why apartment 1B-Osborn Road was not listed with a “rented date” on his vacancy report. Kyle Best said that it was probably rented mid-month, so he removed from his report.

4. **Police Report:** N/A – Police were not in attendance. Commissioner Taf asked Burgess Liaison Laurie Jackson to explain recent IRS phone scam call she received. Laurie Jackson explained what had transpired, and that she had reported incident to the Police Dept.
5. **Old Business:** None
6. **New Business:** None
7. **Public Comment:**

**Marie Maroney (7C Oak Terrace)** asked if floors were being replaced in all Oak Terrace apartments. E.D. Christine Warren explained that they are, with exception to handicap apartments previously renovated. She also asked if residents were going to be able to return to their original apartments after the renovations, or if they had to take a new apartment. Christine Warren stated that they will be able to return to their original apartment after renovations are complete.

**Theresa Guisti (7E-Oak Terrace)** commented on how nice the grounds and flowers look at Oak Terrace. She asked if the Housing Authority could take photos and submit to the Citizens News. She complimented Kyle Best and Maintenance Staff for their hard work and making the properties look so nice. She also asked when the renovations at Oak Terrace will begin. Christine Warren explained that she does not have a date from the State of Connecticut Department of Housing. All work specifications are being reviewed by the DOH, and bid paperwork is being prepared.

**Jeff Thompson (35F-Oak Terrace) and Star McSherry (10D-Oak Terrace)** asked if anything was going to be done to resolve drainage issue in Building 10 handicap apartments with respect to pitch of flooring. Christine Warren said that she will contact the original contractor for a resolution.

**Annette Schlueter (2E-Oak Terrace)** asked how phone and cable transfers and billing were going to be handled when tenants are relocated, and how they will get their mail if the sidewalks are being replaced. Christine Warren said that the Housing Authority will work with utility companies to transfer service to the temporary units. She also said that the contractors will work in sections and provide alternative access-ways to apartments while they are working in the area.

**Heather Fields (1E)** stated the front sidewalk at Hutt is need of repair and dangerous, and she hopes that it will be repaired soon. She also stated that the security guard did not answer the phone when she called for assistance when she fell. She called 911 and her son and ambulance came to help her. They could not find the security guard.

**Louieda McFadden (1A)** stated that she was upset that Security Guard called the police and twice accused her of smoking marihuana in her apartment.

**Loretta Roland (3L)** stated that the cleaning service is washing its floor rags in the laundry facility at the Congregate Complex. She feels it should not be washed where they wash their clothing. She also said that she hears someone talking outside at night. She also reported that she fell during the day a week or so ago, and the guard could not be found. She said that night-time guard sometimes sleeps during his shift. .

**Louida McFadden (1A)** replied that it is her outside smoking with another resident.

**Florence Williams (2I)** said that one of the security guards put a note under each resident's door stating that whoever took her pizza from the 1<sup>st</sup> floor refrigerator owes her \$3. She also commented that there were flies in the craft room, but have gone since gone since Maintenance installed "fly strips" rectify the problem.

**MaryAnn Mitchell (3C)** asked when their complex was going to get money for fix up their apartments. She is unsatisfied with cleaning service. They do not vacuum in corners, under furniture, and do not wash floors well. She asked if she could paint a couple of chairs that she has in her apartment.

**Commissioner Comments:**

**Commissioner Borbas** asked if tenants were being charged for bulk trash pickup, according to fee charges effective July 1, 2015. She also informed Bernice Bakstis and Christine Warren that there is a resident at George B. Lewis Complex who is still using a barbeque grill on the property, and that a letter should be sent to the tenant.

**Chairperson Swanson** thanked Commissioner Borbas for bringing the grill issue to the Board's attention.

8. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn meeting at 6:00pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary