

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
September 9, 2015**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, September 9, 2015. The meeting was called to order at 5:02 p.m. by Chairperson Theresa Swanson. Said meeting was held at the George B. Lewis Housing Complex, 1013 Weid Drive, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Joan Taf, Vice-Chairperson
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
Lt. Bryan Cammarata, Naugatuck Police Dept.
Ofc. Mike Favale, Naugatuck Police Dept.

10 Residents

1. Chairperson Swanson led the Pledge of Allegiance to the Flag.
2. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to approve the Minutes for the Regular Meeting held on August 12, 2015.
3. Executive Director's Report was read by Christine Warren:

***Executive Director's Report
August 2015***

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

Move-Ins:

Public Housing (NHA Properties)

4 Apartments rented: 1-GBLI, 2-GBLII, 1-Lewis Circle

Section 8 Program

3 new move in's

George B. Lewis I & II:

Lighting fixtures for both complexes are being shipped early September from distributor. Once they are received, New Opportunities will come to both complexes and install.

I am awaiting additional quotes for concrete repair at GBLI site-curbing and entryway to Community Room. I am also obtaining quotes to repair asphalt curbing at GBLII site.

Oak Terrace:

There is a large oak tree behind Building 4 which has been dropping limbs. We are having the tree removed on Tuesday, September 8, 2015.

Robert E. Hutt Congregate:

All VCT floors were stripped and wax during evening hours August 29 & August 30, 2015. They are returning on Tuesday, September 7, 2015 to re-wax dining room floors, as there are marks from table legs. It is unclear whether they did not move the tables when waxing, or if they put them back before wax was dry. They will re-wax and leave tables off floor until the following day.

One quote has been received for repair of concrete sidewalk and entryway. I am waiting for remaining 2 quotes for comparison.

Section 8:

The Section 8 Waiting List was opened from Monday, August 17, 2015 through Friday, August 21, 2015. 500 Applications were randomly selected. Applicants who were selected in lottery will receive written notification along with their waiting list # by September 30, 2015. Only applicants selected in the Lottery will receive notification.

Miscellaneous:

NHA 2014 Audit is complete. Diane Bona and I met with auditors multiple times in July & August. Electronic reports have been received. I am awaiting written copies for Board Members.

George B. Lewis and Oak Terrace waiting lists will be closing effective 10/1/2015. Applications must be received by 9/30/2015 to be placed on waiting list. Any applications received after 9/30/2015 will be ineligible.

Commissioner Taf asked if we could have same contractors who are quoting work at Hutt Complex could also quote concrete at GBLI Complex. She stated that we may be able to get a better price. Christine Warren confirmed that she is having them quote both sites.

Maintenance Director's Report
August 2015

- Mowed lawn 3x at all locations
- Finished trimming Hedges at Oak Ter.
- Power washed trash cans at GBL I & II
- Replaced Water pressure booster tank at Bldg. 3 Osborne

- Installed new TV's in Community Rooms at Oak Ter and Congregate (Dining Room)
- Replaced brakes on dump truck
- Cleaned and Painted 4 Units (2 Osborne, 2 Oak Ter)
- Completed 5 After Hours Calls
- Completed 82 Work Orders

Commissioner Taf stated that she sees a lot of bug, ant & spider calls on work order report. She asked if it would be more effective to bring in exterminator. Kyle Best stated that usually Maintenance is able to resolve the bug problems by spraying & repeating if necessary.

She also inquired about the excessive service calls for air conditioning units at Oak Terrace. She thought that we had a company clean them last year. Kyle Best informed her that we did have a company come 2 years ago, but we are able to service them internally now. He stated that Maintenance cleaned all the filters in the spring. The problems that are occurring now are just normal wear and tear, and excessive use because of hot weather.

Commissioner Taf also asked if the tenant was charged for the couch picked up at Oak Terrace, per Maintenance Charge Fee sheet effective 7/1/15. Kyle Best confirmed that they were charged. He contacts the office after pickup and tenant is billed.

A tenant inquired where he can purchase an air conditioner to fit in the sleeve in his apartment at GBLII. Kyle informed him at he could get one at Ocean State and Home Depot, anything between 5000 to 8000 BTU will fit.

4. **Police Report:** Lieutenant Cammarata stated that there were no unusual calls at the complexes for the recent months. He reminded all residents to contact the police if they see anything suspicious. He told them that they should contact the Housing Authority office to let them know about the incident, but it is critical that they call the police to alert them right away, so they can investigate. He also said that there are still "Lottery Scams" being reported and emphasized the importance of not giving out any information over the phone and the importance of changing your passwords, and not using the same passwords for multiple accounts or for an extended period, to prevent persons from hacking into their accounts.

One resident reported that her husband witnessed someone "clicking a remote door opener" at McDonalds trying to open car doors. Her husband yelled at the person, but did not call the Police. Lt. Cammarata said that he should contact the Police to report, so they can prevent from occurring elsewhere in the Borough.

Another resident reported that she has received phone scams where her own telephone # appears on the caller ID. Lt. Cammarata told her that this is common. She reported the incident to the Police Department.

Another resident inquired about Waterbury Police donation solicitors calling her. She asked if they are affiliated with Naugatuck; that she would like to contribute locally. He said that typically Naugatuck Police and Explorers will call for donations to local residents annually.

Lt. Cammarata indicated she is free to donate to whichever charity she prefers, and make sure she verifies that they are legitimate before giving them any money or information.

Lt. Cammarata also reminded tenants that there is a medication drop box in the Police Station. They accept everything except liquids or syringes.

5. **Old Business:** None

6. **New Business:** Discussion and Resolution to write off *Vacated Tenant Balances*

Discussion with respect to proposed “Vacated Tenant Balance Write-Off’s” between Board, E. D. Christine Warren and Public Housing Manager Bernice Bakstis.

Resolution # 301 was approved unanimously via roll-call vote.

7. **Public Comment:**

Art Lagasse (1F-71 Osborn Road) asked why an electric grill is allowed in the house and not outside. Board and Christine Warren stated that NHA’s policy is that no outdoor grills are allowed on the property. He also stated that there is a tree dropping branches at his complex and nothing has been done. Christine Warren asked him if he called the office to place a work-order. He indicated no, that he told Jim, the on-site Maintenance person. Christine Warren stated that he needs to contact the office so that a work order can be placed, and then someone will look at the tree. Mr. Lagasse continued to question the Housing Authority’s no-grill policy.

Ann McGowan (10C-Weid Drive) informed Christine Warren that a light is out by Building 10. Christine Warren informed her that New Opportunities is replacing light ballast this month, so it will be working soon. She also inquired to the visitor policy, and if she is allowed to have someone stay with her for more than 14 days because they are helping her while she recovers from surgery, Christine Warren told her that it was fine, as long as she had a note from a medical professional, and provides the guest’s name and car/plate number to Bernice.

8. **Commissioner Comments:**

Commissioner Taf informed all residents that Senior Day will be held at the Naugatuck Senior Center on Thursday, September 17 from 9-1.

9. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to adjourn meeting at 5:57 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary

On Wednesday, September 9, 2015 a vote was take on the following resolution:

RESOLUTION #301

AUTHORIZING WRITE-OFF OF VACATED TENANT ACCOUNTS
RECEIVABLE

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority finds that the vacated tenant accounts receivable shown on "Exhibit A" is attached to and made a part of this resolution, are bad debts and uncollectable, and;

WHEREAS, all efforts have been made to collect these debts;

NOW THEREFORE BE IT RESOLVED, that the Naugatuck Housing Authority has approved the write-off of the vacated tenant accounts receivable shown on "Exhibit A".

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	✓	—	—
Commissioner Maria Fidalgo	A	—	—
Commissioner Joan Taf	✓	—	—
Commissioner Helen Borbas	✓	—	—
Commissioner Juel Brinchman	✓	—	—

Resolution #301 Approved

Theresa Swanson

Theresa Swanson
Chairperson