

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
October 14, 2015**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, October 14, 2015. The meeting was called to order at 5:07 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Community Room at Oak Terrace, 53 Conrad Street, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Joan Taf, Vice-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  
Stephen Ball, J. D'Amelia & Associates  
Laurie Jackson, Burgess Liaison  
Ofc. Mike Favale, Naugatuck Police Dept.

19 Residents

- 1) Chairperson Swanson led the Pledge of Allegiance to the Flag.
- 1.) **VOTED:** Unanimously on motion by Vice Chairperson Taf and seconded by Commissioner Borbas to approve the Minutes for the Regular Meeting held on September 9, 2015.
- 2.) Executive Director's Report was read by Christine Warren:

***Executive Director's Report  
September 2015***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

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

*Section 8 Program*

3 new move in's

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

Apartment lighting is complete with exception to fixtures on back-order. (GBLII interior fixtures and GBLI Rear lights) We have had some issues with the new circulator pumps at GBLI, now that tenants are calling for heat. Andy's Oil has been on-site resolving issues.

**Oak Terrace:**

Large tree behind Bldg 4 was removed, due to large limbs falling. Debbie Besaw hosted a "Summer Picnic" for Oak Terrace residents on Thursday, September 24, 2015. Many residents attended, and enjoyed hot dogs, salads, cookies and ice cream sundaes.

Stephen Ball from J. D'Amelia & Associates has started procurement of call-for-aid/fire system emergency repair at Oak Terrace. This system has not been working properly since installation. Bids have been obtained, and are being presented to the Board for approval.

**Robert E. Hutt Congregate:**

Quotes are in for concrete walkway repair, however, there were discrepancies with respect to measurements. One contractor quoted only repair of the damaged area, rather than replacement of the full front sidewalk. (Contractor is re-measuring & will provide an updated proposal by October 13, 2015.

**Section 8:**

The Section 8 waiting list was closed, and lottery was held on August 30, 2015. The 500 applicants accepted on the Section 8 Waiting List were notified in writing. All letters were mailed prior to September 30, 2015.

**Miscellaneous:**

NHA Fee Accountant bids are due October 9, 2015. Once the bids are reviewed, and a new fee accountant is chosen, we can begin the process of converting our payables from Quickbooks to PHA Web, pursuant to 2013 & 2014 auditor recommendations.

I have also been consulting with Ion and Webster Banks to determine which institution can accommodate our government (HUD) bank accounts without the excessive fees we are currently being charged by Bank of America.

**George B. Lewis and Oak Terrace** waiting lists are now closed (Effective 10/1/2015). The only applications NHA is accepting are for the Robert E. Hutt Congregate. Applicants must be 62 years or older to apply. They are studio apartments with utilities included, and services such as 24 hour security, light housekeeping and one meal per day—served at lunch

*MacGray Laundry* is increasing its wash/dry fee from \$1.00 to \$1.25 per load on or about November 1, 2015 for all NHA sites. They are posting notices to all residents in each laundry room.

Commissioner Taf asked if the circulator pumps installed at GBLI Complex were under warranty. Christine Warren informed her that they are, and the company who installed them, Andy's Oil has been on site repairing and making any adjustments—at no charge to NHA. She also asked why the concrete quote measurements were different. She thought that specs should list measurements. She also expressed that the .25 per load laundry fee increase seemed excessive for residents on a fixed income.

3.) Maintenance Director's Report was read by Kyle Best:

**Maintenance Director's Report**  
*September 2015*

- Mowed lawns twice at each location
- Replaced 2 tires on riding mower
- Patched pot hole at Congregate
- Repaired seal on dump truck
- Cleared acorns off sidewalks at Oak Ter.
- Cleaned and Painted 6 Units (1 Osborne, 3 Oak Ter, 2 Congregate)
- Completed 4 After Hours Calls, No dispatch on 1
- Completed 87 Work Orders

4.) **Police Report:** Officer Michael Favale provided residents with a hand-out citing recent "scam alerts" by persons pretending to be contractors. He also informed residents that there is also an Eversource "phone scam" being reported in the Borough, where the caller is attempting to get residents to pay a past-due amount over the phone. He reminded residents never to give out account or personal information over the phone.

A resident asked why her phone number appears on her caller ID when she receives calls. Officer Favale informed her that one of the ways that the caller hides their phone number. He advised her not to answer these calls.

5.) **Old Business:** None

6.) **New Business:**

**A. Review & Discussion of Proposed 5 Year Agency Plan for NHA:**

Christine Warren informed the Board that a Public Hearing was held on Tuesday, October 13, 2015 at 3:00 PM. Attendees were Commissioner Helen Borbas, Stephen Ball of J. D'Amelia & Associates and Christine Warren.

**VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the 5 Year Agency Plan for the Naugatuck Housing Authority.

**B. Review & Discussion of bids for emergency replacement of fire alarm/call-for-aid system at Oak Terrace:**

Stephen Ball of J. D'Amelia & Associates answered Board Members questions with respect to bid details.

**VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to accept the bid from Silent Watchman for the Emergency Replacement of the Fire Alarm/Call-for-Aid system at Oak Terrace. .

**C. Proposed Flat Rent Increase for George B. Lewis Housing from \$600 to \$625 effective January 1, 2016:**

Christine Warren explained the requirements of the Department of Housing and Urban Development (HUD) with respect to Housing Authorities charging income-eligible tenants flat-rent no less than 80% of current "Fair Market Rents" posted by HUD.

**VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Taf to increase the flat rent at George B. Lewis Housing from \$600 to \$625 effective 1/1/2016.

**D. Proposed Base Rent Increase at Robert E. Hutt Congregate from \$425 to \$435 effective July 1, 2016:**

Christine Warren explained the Department of Housing's requirement that the base rent (amount charged to tenant for rent, heat, hot-water and electricity) be increased periodically to cover building expenses and unit turnover. The last base-rent increase at this complex was in 2009.

**VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Brinchman to increase base rent at Robert E. Hutt Congregate from \$425 to \$435 effective 7/1/2016.

**E. Continued discussion with respect to moving NHA bank accounts from Bank of America to Webster Bank due to excessive monthly "monitoring fees" (\$950 per month/per account) for Government funded bank accounts.**

**VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to move NHA bank accounts to Webster Bank as soon as possible.

7.) **Public Comment:**

**William Hulburt (5B-71 Osborn Road)** stated that he has complained about his shower not being hot enough. Kyle Best stated that he and the Maintenance Dept. had checked the hot water, and that he measured the water temperature for 20 minutes at 130 degrees. Mr. Hulburt said he is still not getting hot showers and stated that he will call the Health Department if it is not resolved. Kyle Best will contact a plumber to check the problem.

Mr. Hulburt also asked when the Public Hearing for the Agency Plan was posted and in what newspaper. Christine Warren informed him that it was posted in the Legal Ad Section of the Waterbury Republican Newspaper on August 26, 2015. He asked for a copy of the ad.

**Margaret Rapp (22A-Oak Terrace)** asked if she will be able to return to her original apartment after the remodeling work at Oak Terrace is complete. Christine Warren informed her that she will. Christine Warren also noted that if someone wants to stay in the relocation apartment, they will need to check with Bernice Bakstis, Public Housing Manager to see if they can transfer. More information will be provided to residents prior to commencement of work

**Laurie Jackson (Burgess Liaison)** informed everyone that this meeting may be her last as liaison, as there is a pending election. She thanked the Board of Commissioners for letting her service as Liaison for the Borough.

8.) **Commissioner Comments:**  
None

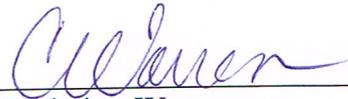
9.) **VOTED:** Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to adjourn the meeting at 5:49 pm.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary