

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
November 12, 2015**

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Thursday, November 12, 2015. The meeting was called to order at 5:00 pm. by Chairperson Theresa Swanson. Said meeting was held at the Community Room at George B. Lewis I Elderly Housing Complex located at 71 Osborn Road, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Joan Taf, Vice-Chair
Maria Fidalgo, Treasurer
Helen Borbas, Assistant Treasurer
Juel Brinchman, Tenant Commissioner

Others:

Christine Warren, Executive Director
Bernice Bakstis, Public Housing Manager
Laurie Jackson, Burgess Liaison
Absent: Kyle Best, Maintenance Director
Naugatuck P.D.

3 Residents

- 1) Chairperson Swanson led the Pledge of Allegiance to the Flag.
- 1.) **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to approve the Minutes for the Regular Meeting held on October 14, 2015.
- 2.) Executive Director's Report was read by Christine Warren:

***Executive Director's Report
October 2015***

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

Move-Ins:

Public Housing (NHA Properties)

1 Apartment rented: 1-GBLI

Section 8 Program

2 new move in's

George B. Lewis I & II:

We are still working with New Opportunities to complete lighting project. There is an issue with the replacement lights received for GBLLI Complex bathrooms. Existing lighting is attached to medicine

cabinets. The replacement fixture is stand alone and not compatible with medicine cabinet lighting. Once this issue is resolved, they will be able to install remaining lighting at both complexes.

Annual apartment inspections are scheduled for GBLI on November 17th, 2015 9am-2pm, GBLII on November 19th, 2015 9am-2pm.

Oak Terrace:

I am working with Attorney Pilicy's office to obtain closing items requested by the Department of Housing and CHFA prior to grant closing and finalization. Steve Ball of J. D'Amelia and myself are scheduling a meeting with Silent Watchman Alarm Company. They will come meet with Kyle Best and myself to coordinate installation of replacement of Oak Terrace Fire/Call-for-Aid system.

Robert E. Hutt Congregate:

Quotes are in for concrete walkway replacement. Board to review & select contractor. Work will be completed as soon as Board reviews and award the selected bid.

Section 8:

We are currently up to number 30 on Section 8 Waiting List. Rosa Mejia has 2 orientations scheduled for November 18, 2015 and November 23, 2015. Applicants will come into NHA office, complete paperwork, and receive vouchers to find rental units in Naugatuck.

Miscellaneous:

Bernice Bakstis and I attended an informational session sponsored by Western CT Area Agency on Aging offering guidance to guardianship and conservatorship with respect to the Elderly on October 14, 2015 at WCAA office in Waterbury.

Bernice Bakstis and I attended a SRAP (State Rental Assistance Program) Meeting hosted by J. D'Amelia & Associates and Department of Housing at the Holy Trinity Church in Waterbury on Tuesday, October 20, 2015. They provided updated information with respect to Rental Assistance Program for Oak Terrace.

I reviewed Fee Accountant Proposals and prepped for submittal to Board of Commissioners. Three firms placed bids: John Sullivan, CPA, of Medford, MA, Guyder & Hurley PC of Quincy, MA and Tim Sandor of Cheshire, CT.

3.) Maintenance Director's Report was read by Christine Warren:

Maintenance Director's Report *October 2015*

- Mowed lawns once at each location
- Replaced muffler on leaf vacuum

- Cleaned upper garage
- Built new garbage carts
- Removed curbing at end of Osborne Rd. for snow removal
- Cleaned and Painted 6 Units (4 Oak Ter., 2 Lewis Cir)
- Completed 23 After Hours Calls, No dispatch on 5
- Completed 125 Work Orders

Commissioner Taf stated that she noticed there are now 36 apartments at Oak Terrace being held for abatement. She asked Christine Warren if any of them would be rented. Christine Warren explained that Steve Ball of J. D'Amelia advised NHA to leave them vacant, so they do not have to be relocated in the spring when work is estimated to begin.

She also asked why there were so many after-hours calls at Osborn Road due to newly installed circulator pumps. Christine Warren explained that Andy's Oil handled and paid for the maintenance. She will request reimbursement of the overtime charges resulting from pump issues after hours.

4.) **Police Report:** N/A

5.) **Old Business:** None

6.) **New Business:**

A. Review & Discussion of Bids for removal and replacement of damaged concrete located at front entryway and adjoining sidewalk at Robert E. Hutt Congregate Complex.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to accept the bid from Cela's Masonry for removal and replacement of entryway and entire front sidewalk at Robert E. Hutt Congregate Complex in the amount of \$16,000.

B. Review & Discussion of bids submitted for fee accounting services effective January 1, 2016 for NHA.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to accept the bid from Timothy Sandor for fee accounting for one year effective January 1, 2016, with a 2 year option.

7.) **Public Comment:**

Art Lagasse (Apt 1E-Osborn Road) stated that front porch lights installed at GBL1 site do not match up to junction boxes. Many have gaps.

He asked if the buildings at the site were ever power-washed. He stated that there is mildew on many of the buildings and black stains on peaks.

He also stated that there are 4-5 dead trees by his building (1) which are dropping large limbs. He stated that many tenants are leaving out cat food on their porches.

Laurie Jackson (Burgess Liaison) announced that she will remain our Burgess Liaison, as she was re-elected as a Burgess for the Borough. She was congratulated by meeting attendees and Board of Commissioners.

8.) **Commissioner Comments:**

Commissioner Taf wished everyone a Happy Thanksgiving.

- 9.) **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Brinchman to adjourn the meeting at 5:25 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary