

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

The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, December 9, 2015. The meeting was called to order at 5:00 pm. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt Congregate Complex located at 480 Millville Avenue, 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
Kyle Best, Maintenance Director
Bernice Bakstis, Public Housing Manager
Laurie Jackson, Burgess Liaison

8 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 November 12, 2015.
- 3) Executive Director's Report was read by Christine Warren:

***Executive Director's Report
November 2015***

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

Move-Ins:

Public Housing (NHA Properties)

2 Apartments rented: 2-Robert E. Hutt Congregate

Section 8 Program

5 new move in's

George B. Lewis I & II:

New Opportunities has ordered the remaining lighting fixtures. Once they are received, we can schedule installation of the remaining fixtures.

HUD (the Department of Housing and Urban Development) will be coming to inspect both George B. Lewis sites on Tuesday, February 16, 2016. In preparation for inspection, I am procuring power-washing of all buildings and roofs to remove mildew and discoloration prior to end of this year, while weather conditions are still favorable.

Hillside Covenant Church will be visiting the GBL1 & 2 sites on Sunday, December 13th to sing Christmas carols.

Oak Terrace:

We are still awaiting status of bid paperwork from DOH (Department of Housing).

Robert E. Hutt Congregate:

The front sidewalk and entryway are currently being removed and replaced. The contractor had some difficulty with a curbed footing that was located beneath the sidewalk. There was damage to his equipment, which delayed the work for approximately 5 days.

Section 8:

We are currently up to number 30 on Section 8 Waiting List. We held 2 orientations during the month, resulting in 13 new vouchers being issued to families on the Section 8 waiting list.

Miscellaneous:

Diane Bona, Florence Justino and I will be meeting with our new fee accountant, Tim Sandor to discuss completing transition from Quickbooks to PHA Web for payables effective January 1, 2016.

I am working with Webster Bank to transition our bank accounts from Bank of America to Webster effective January 1, 2016.

I have completed preliminary budge paperwork with Jane from Jack Sullivan's office. I am waiting for final draft of budget to present to the Board.

Commissioner Taf provided Christine Warren with a business card for AARP volunteer who offered to speak to elderly residents at NHA properties. Christine Warren will contact him.

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

**Maintenance Director's Report
November 2015**

- Mowed lawns once at each location
- Picked up leaves all locations
- Got Snow Blowers/Plows ready
- Changed oil in GBL truck
- Replaced brakes on 2009 Maintenance Truck

- Cleaned and Painted 4 Units (2 Oak Ter., 2 Congregate)
- Completed 9 After Hours Calls, No dispatch on 2
- Completed 100 Work Orders

Commissioner Taf asked why some tenants were being charged for mattress/furniture removal, and others were not. She saw the comment to charge tenant on the work order. Kyle Best and Christine Warren explained that the tenants are always charged, regardless of the work order instructions.

She also inquired about a work order for mold on a resident's bathroom ceiling. She asked how they were expected to reach to clean. Kyle Best explained that it was not mold, but dirt and cobwebs, and that tenant was not elderly.

5) **Police Report:** N/A

6) **Old Business:** None

7) **New Business:**

A. Election of Officers for 2016:

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to nominate Theresa Swanson as Chairperson for 2016.

VOTED: Unanimously on motion by Commissioner Swanson and seconded by Commissioner Fidalgo to nominate Joan Taf as Vice-Chair for 2016.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to nominate Maria Fidalgo as Treasurer for 2016.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to nominate Helen Borbas as Assistant Treasurer for 2016.

Juel Brinchman remains the Tenant Commissioner for 2016. .

B. Public Record of the Telephone Roll Call Vote to award contracts for 2 time sensitive issues: Power washing of GBL I & II Roofs and siding in preparation of 2016 HUD inspection and Replacement of cracked Burnham boiler at GBLI Complex, 71 Osborn Road, Building 5.

VOTED: Unanimously via roll-call vote to accept the bid from Dr. Roof & Shine for power-washing and MJ Daly for replacement of cracked boiler.

8) **Public Comment:**

Maryann Mitchell (Hutt Apt 3C) stated that she has bumps in her carpet, and she's worried she may trip. Kyle Best said that he will check her carpet.

Laurie Jackson (Burgess Liaison) congratulated The Board Members on their re-election and wished everyone a Merry Christmas.

Barbara Brockwell (Hutt Apt 3C) asked if the area disturbed by Concrete workers was going to be repaved. Christine Warren explained that she is applying for Small Cities Block money in 2016 to repave the parking lot. For now, the contractor applied a cold patch.

Heather Field (Hutt Apt 1E) stated that she has no or little heat. Kyle Best said that he will check it right away.

Several residents complained of foul smell in garbage rooms. Garbage is only emptied once per week.

Tenant Commissioner Brinchman suggested that Maintenance empty the garbage rooms twice each week.

9) **Commissioner Comments:**

Commissioner Taf wished everyone a Merry Christmas and Happy & Healthy New Year.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Brinchman to recess to Executive Session at 5:35 pm.

Public Excused

10) **Executive Session: Discussion regarding Director of Maintenance**

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Brinchman to reconvene meeting at 6:07 pm.

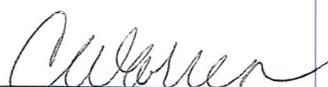
No Voting Emanated from Executive Session

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn the meeting at 6:08 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary

On Friday, December 4, 2015, a phone vote was held the following items:

**TELEPHONE ROLL-CALL VOTE
DECEMBER 4, 2016**

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority held a roll-call phone vote on December 4, 2015 to award contracts for the following time-sensitive issues:

Power-Washing of GBI I & II Roofs and Buildings in preparation for 2016 HUD inspection-scheduled for February 16, 2016.

Three bids were presented to Board of Commissioners. They were as follows:

Power-Washing Plus:	\$8,500.00,
Doctor Roof & Shine:	\$9,600.00,
American Safe Wash:	\$10,230.00

Results were as follows:

Commissioner Theresa Swanson	Dr. Roof & Shine
Commissioner Maria Fidalgo	Dr. Roof & Shine
Commissioner Joan Taf	Dr. Roof & Shine
Commissioner Helen Borbas	Dr. Roof & Shine
Commissioner Juel Brinchman	Dr. Roof & Shine

Replacement of cracked Burnham Boiler 805B Model #P809NEIL2

Three bids were presented to Board of Commissioners. They were as follows:

American Heating Service:	\$8,475.00
MJDaly:	\$9,841.00
Andy's Oil Service:	\$12,857.00

Results were as follows:

VOTE

Commissioner Theresa Swanson	MJ Daly
Commissioner Maria Fidalgo	MJ Daly
Commissioner Joan Taf	MJ Daly
Commissioner Helen Borbas	MJ Daly
Commissioner Juel Brinchman	MJ Daly



Theresa Swanson
Chairperson