

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
March 9, 2016**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, March 9, 2016. The meeting was called to order at 5:08 p.m. by Vice-Chair Joan B. Taf. Said meeting was held at George B. Lewis I Complex, 71 Osborn Road, Naugatuck, CT.

The following were in attendance:

COMMISSIONERS:

Joan B. Taf, Vice-Chair
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
Laurie Jackson, Burgess Liaison
Lt. Bryan Cammarata, Naugatuck P.D.

4 Residents

2. Vice-Chair Joan Taf led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to add ***Proposed Base Rent Increase for Robert E. Hutt residents effective July 1, 2016*** to the agenda as a "New Business Item".
4. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to approve the Minutes for the Special Meeting held on February 18, 2016.
5. **Police Report** Lt. Bryan Cammarata reminded residents to watch for mail and telephone scams. He stated that they should never give their account number or personal information over the phone, or agree to send any money over the phone. He also asked residents to report any scams to the P.D., so they can alert other residents.
6. Executive Director's Report was read by Christine Warren:

***Executive Director's Report
February 2016***

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of February 2016 for our Federal (HUD) complexes.

Move-Ins:

Public Housing (NHA Properties)

1 Apartment rented: George B. Lewis II

Section 8 Program

5 Families were leased up.

George B. Lewis I & II:

Heating issues at GBLI have been resolved. The problems resulting in some tenants complaining about not getting enough heat occurred when the temperature was below freezing. They were not issues related to the new pumps installed. MJ Daly was called in to assess & found a faulty actuator in one apartment. Maintenance bled zone valves in another & now heat appears to be working correctly.

HUD inspected both complexes on Tuesday, February 19, 2016. We received a score of 97 out of 100. Due to the high score, we will not have another REAC inspection on this property for 5 years. ☺

Commissioner Taf commended all those involved in getting the 97% rating on the inspections.

Oak Terrace:

Silent Watchman Alarm Company is installing new call-for-aid switches & replacing faulty lights at Oak Terrace.

Robert E. Hutt Congregate:

I held an informational meeting with tenants on Tuesday, February 23, 2016 to discuss the grant application we are filing with the Borough of Naugatuck for Small Cities Block Grant funds. Items we are requesting funds for are: Replace expired roof, re-pave parking area, replace exterior doors & windows in dining room, and tenant apartment entry doors. A Notice of Non-Displacement was provided to each tenant in accordance with DOH requirements informing them that they will not need to move nor be relocated when the grant work is performed.

There was a public hearing held for same at the Naugatuck Town Hall at 6pm on Wednesday, February 24, 2016. No one from the public attended.

I am working to print required reports and provide requested documentation to the Borough for the pending application, due mid-April. If awarded, work would be completed in 2017. I met with architect and surveyors at site multiple times.

I am also submitting a critical needs application with the Department of Housing to replace the hot water and heating system, and upgrade the fire panel at this site.

Section 8:

We are currently up to number 95 of 500 on our Section 8 Waiting List.

Rosa held 3 orientations during the month. Vouchers are issued after criminal records check processed.

We are ready to begin direct deposit for payment to landlords effective 4/1/2016. This will eliminate approximately 70 checks per month being printed & mailed.

Miscellaneous:

All accounts payable transactions are being processed in the PHA Web System. We have completely transitioned from Quick-books.

Medicare reimbursement payments to retirees are now being processed via direct deposit, rather than mailing checks each month.

The payroll system has been updated by Bookkeeping Advantage to correctly log sick/vacation & personal time off for employees. This will enable us to track and report compensated absences more efficiently.

- 7. Maintenance Director’s Report read by Kyle Best.

Maintenance Director’s Report
February 2016

- Cleared Snow/Sanded 8 Times all locations
- Painted Stairwells at Congregate
- Repaired Hole in roof at Bldg. 5 Oak Ter. due to falling branch during storm (High winds)
- Installed “Motion Detector” light switches in all Oak Ter. Laundry Rooms.
- Cleaned and Painted 3 Units (2 Oak Ter., 1 Congregate)
- Completed 26 After Hours Calls, No dispatch on 12
- Completed 84 Work Orders

Commissioner Taf questioned the “No Heat” problems listed on “After Hours Maintenance Report”. Kyle Best explained that all of the heating problems are now fixed via Andy’s Oil Service and M.J Daly.

- 8. **Old Business:** None

- 9. **New Business:**

- 1. Proposed Base Rent Increase for Robert E. Hutt Residents. Christine Warren explained that DECD and DOH indicated that NHA should be increasing the base rents for all properties to meet Fair Market Rents for the Naugatuck Area, in accordance with

rents posted by HUD. E. D. Christine Warren proposed a \$10 per month increase effective July 1, 2016.

VOTED: on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to increase the base rent \$10 for Robert E. Hutt Congregate complex effective July 1, 2016. *Three members in favor, one opposed. Motion Passed.*

2. Review and possible vote with respect to 3-year bids received for Congregate Food, Cleaning and Security services effective 7/1/2016. *Bids were reviewed by Board and questions were raised.*

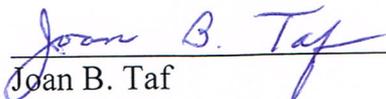
VOTED: on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to table the bids until additional information is received.

10. **Public Comment:** None

11. **Commissioner Comments:** Commissioner Borbas commended the Housing Authority staff for a job well done with respect to GBLI & II Inspections She also wished all the residents a Happy St. Patrick's Day and Happy Easter.

12. **VOTED:** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Brinchman to adjourn meeting at 6:05pm.

Respectfully submitted,



Joan B. Taf
Vice-Chair



Christine Warren
Executive Director/Secretary