

**NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
April 13, 2016**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, April 13, 2016. The meeting was called to order at 5:06 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt Congregate complex, 480 Millville Avenue, Naugatuck, CT.

The following were in attendance:

COMMISSIONERS:

Others:

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

Christine Warren, Executive Director  
Kyle Best, Director of Maintenance  
Bernice Bakstis, Public Housing Manager  
Laurie Jackson, Burgess Liaison

13 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to approve the Minutes for the Regular Meeting held on March 9, 2016.
4. Executive Director's Report was read by Christine Warren:

***Executive Director's Report  
March 2016***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

1 Apartment rented:      George B. Lewis II

*Section 8 Program*

9 Families were leased up.

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

New Opportunities has delivered remaining back-ordered light fixtures. They will be scheduling a date to complete installation in April.

**Oak Terrace:**

Silent Watchman Alarm Company has completed repairs and installation of faulty switches/lights at Oak Terrace. Steve Ball of J. D'Amelia, Kyle Best and I will be meeting them in April to perform a completion inspection and discuss how the system will be monitored.

Our Attorney is working with the Department of Housing to prepare the closing packages for the Oak Terrace Grant and Ion Bank Financing. We estimate closing in April.

Bernice Bakstis and Michael Mormile are working on annual re-certifications for Oak Terrace, in conjunction with J. D'Amelia & Associates, who are performing re-certifications for the tenants receiving SRAP (State rental assistance program).

**Robert E. Hutt Congregate:**

Tenants have been notified of the Base Rent increase effective 7/1/2016 in the amount of \$10. The new base rent for tenants which includes all utilities will be \$435. A public hearing is scheduled for Friday, April 29, 2016 to answer any tenant questions.

Small Cities Block Grant request is in final stages. Work scopes were established by the architect, and Phase I environmental testing is complete. The submission date is April 11, 2016. If approved, we should hear from Department of Housing in July or August.

The resident lounge has been painted, a new TV installed. New furniture was purchased and installed by Maintenance. Funds for these items were covered by Wellness dollars allotted for the resident's enjoyment.

Additional bids were received for Food, Security and Cleaning Service for the Hutt complex, pursuant to the Board's request. Once reviewed, monthly service contributions can be calculated and tenant's annual re-certifications completed, and DECD/DOH budgets can be completed and submitted for review.

**Section 8:**

We are currently up to number 150 out of 500 on our Section 8 Waiting List.

April rent to landlords will be sent via direct deposit the first week of April.

**Miscellaneous:**

End of Year Financial Binders have been received from Jack Sullivan. Maletta & Company, the auditors, will be picking them up to begin preliminary audit paperwork. We will be scheduling 2-3 days in April or May to complete fieldwork, so that audit will be complete by June or July.

*Commissioner Taf asked Christine Warren what "Wellness Dollars" are and if this complex is the only one that receives them. Christine Warren explained that they are dollars to be used for residents' entertainment or exercise, and that only the Congregate site receives the funds.*

5. Maintenance Director's Report read by Kyle Best.

### **Maintenance Director's Report** *March 2016*

- Cleared Snow/Sanded 2 times all locations
- Finished painting stairwells at Congregate
- Cleaned & painted maintenance garage, replaced shelving and cabinets
- Cleaned and re-organized upper garage at Oak Ter.
- Replaced 20ft section of gutter Oak Ter. community room
- Re-attached gutter at 64 Lewis Cir. (pulling away from roof)
- Installed double sink at Osborne kitchen to bring up to Code, Replaced Dishwasher at Weid Dr. Community Rm.
- Cleaned and Painted 1 Unit (Oak Ter.)
- Completed 8 After Hours Calls
- Completed 81 Work Orders

*Commissioner Taf questioned the frequent after-hours calls placed by a particular tenant. Kyle Best explained that most of the calls were not real maintenance issues, and that the tenant was confused due to medication issues. He indicated that Bernice Bakstis, Public Housing Manager, had called the family and were working with them to resolve the issue.*

6. **Police Report** Not Available

7. **Old Business:** Review of Additional Service bids for Robert E. Hutt complex:

One additional food service proposal was provide to the Board. of Commissioners. A public discussion with respect to the food service transpired, and a vote was taken.

**VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to sign contract with Creative Culinary Service for food services for a term of 3 years beginning July 1, 2016.

Three additional cleaning proposals were provided to the Board of Commissioners. A public discussion with respect to the cleaning service transpired, and a vote was taken.

**VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Brinchman to sign contract with Dependable Cleaning Service for cleaning services for a term of 3 years beginning July 1, 2016.

One additional security proposal was provided to the Board of Commissioners. A public discussion with respect to the security service transpired, and a vote was taken.

**VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to sign contract with Investigative Consultants LLC for security services for a term of 3 years beginning July 1, 2016.

8. **New Business:**

1. Chairperson's Certificate of Housing Authority of the Borough of Naugatuck.

Resolution read by Chairperson Swanson authorizing Christine Warren to sign financial agreements with the Department of Housing ("DOH") in the amount of \$3,701.675.00 for the Oak Terrace Complex Modernization Grant.

**Resolution was approved and signed by all Board Members.**

2. Discussion and review of resume of potential temporary candidate to cover Section 8 position while Rosa Mejia is on maternity leave. (Proposed temporary period: 6/15/2016 to 9/7/2016. The Board asked Christine Warren to contact temporary agencies for hourly pricing comparison.

**VOTED:** on motion by Commissioner Brinchman and seconded by Commissioner Borbas to table the potential temporary candidate issue until additional information is obtained by Christine Warren.

10. **Public Comment:** Burgess Liaison Laurie Jackson asked that the Housing Authority be sure that the parking spaces are left open for primary voting on April 26, 2016. Christine Warren informed her that a memo has already been drafted and will be handed out to tenants and posted at the Oak Terrace complex.

Loretta Roland (3L) asked if the services are being paid by the tenants of the complex. Christine Warren confirmed & explained the breakdown of rent and service costs. She thanked Commissioner Taf for watching the costs for expenses.

Pat Stoddard (1H) stated that the electric fireplace located in Lobby is not working

Marion Sadjloski (36D-Oak Terrace) asked if nighttime security at Oak Terrace could be increased. She said that there have been suspicious people walking around complex.

Chairperson Swanson asked her if she has called the police when she sees something happening, or a suspicious person. She said that one officer told her that they can't do anything, because it is private property. She said when she had called another time, they would not dispatch anyone because she didn't want to give her name. She said that the dispatcher told her they do not take anonymous complaints. Christine Warren will check with the Police Dept.

Two Oak Terrace residents stated that it is very dark by Building #27, where there is one light out. Christine Warren explained that the lights are being replaced with grant work. Bernice Bakstis suggested putting temporary light outside one of the vacant units at Bldg. 27 area to illuminate area where light is out. Kyle Best will look into.

Maureen Gionfriddo (1B) asked if tenants are allowed to leave their doors open, or are they required to lock them when they leave their apartments. She said the Security Guards told her that the doors should be locked when tenants are not in their apartment. She also asked if wheelchair & walker residents have to exit the building when the fire alarm goes off. Bernice Bakstis informed her that if residents cannot use stairs, they should go to refuge area.

Alice Telesca (2H) stated that she understands that residents should use the stairs to exit during fire drill.

Barbara Brockwell (1F) said that there has been some confusion with respect to which way the residents should exit from their apartments to the outside of the building.

Commissioner Borbas asked Christine Warren to request meeting with the Fire Department and residents with respect to evacuation procedures.

Loretta Roland (3L) asked if the HRD bus is available. Christine Warren explained that the HRD bus will take residents to medical appointments in Waterbury, Naugatuck and some Middlebury locations Monday, Wed, Thurs & Friday. They ask for 24 hour-notice prior to pick-up. .

Susan Nastri (27A) asked if she could be relocated to an apartment with closer parking, as she has no sidewalk from parking area to her apartment.

Bernice Bakstis asked if rear gate at Oak Terrace to unlock/lock gate AM & PM on weekdays. Residents complain that people are cutting through at night.

Alice Telesca (2H) asked if the residents could watch non-violent TV programs while she is practicing her piano.

11. **Commissioner Comments:** Commissioner Taf asked if financial reports could be printed large, it would be appreciated. She would also like to setup a meeting with fee

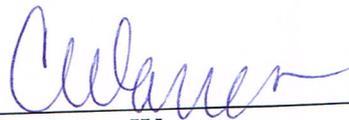
accountant every six months to review the financials. She also said that she hopes that the Congregate residents will be happy with the new services the Board selected for complex.

12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to adjourn meeting at 6:25pm.

Respectfully submitted,



Theresa Swanson  
Chairperson



Christine Warren  
Executive Director/Secretary