

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
June 8, 2016
(REVISED)

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, June 8, 2016. The meeting was called to order at 5:04 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the Oak Terrace Complex, 53 Conrad Street, 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
Bernice Bakstis, Public Housing Manager
Kyle Best, Director of Maintenance
Laurie Jackson, Burgess Liaison

12 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Chairperson Swanson and seconded by Commissioner Taf to move New Business Item #2- Discussion and possible vote with respect to Part-Time Helper to Executive Session and insert after "Commissioner Comments" on agenda.
4. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the Minutes for the Regular Meeting held on May 11, 2016 and Special Meeting held on May 24, 2016.
5. Executive Director's Report was read by Christine Warren:

Executive Director's Report
May 2016

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

Move-Ins:
Public Housing (NHA Properties)

No new move-ins

Section 8 Program

7 Families were leased up.

George B. Lewis I & II:

A Memorial Day Ceremony was held at GBLII site (Weid Drive) on Saturday, May 28, 2016 to honor local veterans. A flag raising ceremony was held and breakfast was served. Many thanks to Marie and Jimmy for preparing all the wonderful food, the residents who coordinated the event, and Kevin Knowles, who MC'd the ceremony.

Oak Terrace:

The architect is working on final scope of work and scheduling. Environmental company is finalizing water testing at the property. Request for Proposals are anticipated to be released in June. We are anticipating that bids will be awarded in July, and work can begin by fall of this year. Contractors will begin work in vacant units first. We will then be able to establish a relocation schedule and inform Oak Terrace residents as well.

Robert E. Hutt Congregate:

Budgets were submitted to CT Department of Housing and rejected, due to an insufficient base rent increase. An additional base rent increase will need to be voted by the Board and residents will be so notified.

Section 8:

We are currently up to number 115 of 500 on our Section 8 Waiting List.

We hired a temporary college student to train and cover the Section 8 function while Rosa Mejia is on maternity leave from July 15 – September 6, 2016. He started on June 1.

Miscellaneous:

Auditors are scheduled to perform site visit at NHA office on June 13-15, 2016. Requested transactions and tenant files are being pulled for auditors review.

NHA Staff attended the ConnNahro networking day at Holiday Hill in Prospect on Friday, May 6, 2016. The training included dealing with applicants & residents with Mental Health Issues.

Bernice Bakstis, Public Housing Manager and Debbie Besaw, our Resident Service Coordinator attended a free “Mental Health Service” information seminar offering information and resources for residents affected by Mental Health Issues. The seminar was sponsored by the Department of Mental Health and Western CT Area Agency on Aging which was held at NorthWestern Community College on May 27, 2016.

Florence Justino from Bookkeeping Advantage, Diane Bona, our Accounts Manager and I met with our new fee accountant, Tim Sandor to discuss the progress of payables since transitioned to PHA Web from Quick books. We are working on payroll, ledger corrections, and Florence is creating payable templates to assist Diane in selecting GL accounts to be debited & credited for repetitive transactions such as utility bills, payroll and insurance entries.

He will be attending a “Special Meeting” in June to introduce himself to the Board of Commissioners and review financial statements.

Commissioner Taf asked Christine Warren if she had obtained any truck bids yet. Kyle Best told her that he is in the process of obtaining quotes.

6. Maintenance Director’s Report read by Kyle Best :

**Maintenance Director’s Report
May 2016**

- Mowed lawns 4 time all locations
- Back filled new sidewalk at Congregate, planted grass
- Spread Top soil planted grass throughout Oak Ter.
- Installed “Motion Sensor” light switches in Congregate garbage rooms.
- Changed Oil in Maintenance truck
- Cleaned and Painted 1 Unit (Weid Dr.)
- Completed 10 After Hours Calls
- Completed 67 Work Orders

Commissioner Taf asked if the Maintenance Dept. had sufficient mowers. Kyle Best replied yes, and also informed her that they had repaired another old tractor that was at George B. Lewis Complexes. She also suggested that he inventory the equipment at the end of the season. Then, if we need to buy any equipment, we should be able to get a better price than at the beginning or during the season.

She also asked Kyle if the 4 newly vacated apartments at Oak Terrace would be rented or held for abatement. He informed her that we were holding all units for abatement, unless they were handicap 1 bedroom units, previously renovated.

7. **Police Report** N/A – Police not in attendance.

8. **Old Business:** None

9. **New Business:**

a. *Discussion and Possible Vote with respect to required additional base rent increase at Robert E. Hutt site, in accordance with DOH requirements.*

The Board discussed the requirement and the fact that the 2016-17 budget was rejected because the previously approved \$10 base rent increase was not sufficient, and the DOH would not subsidize the complex for the year if the base rent was not increased at least an additional \$30 in 2016. **Resolution #303: Approving Base Rent Increase at Robert E. Hutt Congregate** was read by Chairperson Swanson.

. **VOTED:** Unanimously via Roll-Call Vote to approve Resolution #303.

10. **Public Comment:**

Sue Natri (Oak Terrace resident) asked the Board what was happening with recent “purse snatching” incident reported at Oak Terrace. Public Housing Manager, Bernice Bakstis explained that the Police were investigating and she believes an arrest was made. Ms. Natri asked if the Police would be increasing patrols, or adding bicycle patrols at Oak Terrace for the summer.

Commissioner Taf suggested that Christine Warren look into getting cameras, entryway gates and/or perhaps security personnel for nighttime hours.

Marion Sajdloski (Oak Terrace resident) stated that 3 of the 4 lights by her Bldg (36/37 area) are not working. Kyle Best, Maintenance Director is aware, and lights are being replaced with site renovations. He will put up temporary light from unit in Bldg 36 or 37 area.

Melody Tabron (Oak Terrace resident) said that the inspector instructed her to call in a work order for maintenance in her bathroom. She indicated that she did not know who to call for Maintenance issues.

Theresa Guisti (Oak Terrace Resident) suggested that perhaps a notice could be sent to tenants reminding them of contact information for Maintenance Dept. for work orders.

Christine Warren stated that a notice will be distributed to tenants, or included in the Resident Service Coordinator's Monthly Newsletter.

10. Commissioner Comments:

Laurie Jackson stated that she will express the Oak Terrace residents' concerns at the Police Commission meeting.

11. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to recess to Executive Session to discuss Part-Time Helper position at 5:47pm. Kyle Best and Christine Warren were invited into Executive Session.

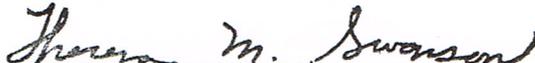
Public was excused.

12. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to reconvene the regular meeting at 6:00pm.

13. **VOTED:** 4 to 1 on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to graduate Part-Time Helper to Full-Time status effective July 1, 2016. *Commissioner Brinchman opposed.*

14. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn meeting at 6:01pm.

Respectfully submitted,


Theresa Swanson
Chairperson


Christine Warren
Executive Director/Secretary