

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

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, July 13, 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 George B. Lewis I Complex, 71 Osborn Road, Naugatuck, CT.

The following were in attendance:

COMMISSIONERS:

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

Others:

Christine Warren, Executive Director  
Bernice Bakstis, Public Housing Manager  
Kyle Best, Director of Maintenance  
Laurie Jackson, Burgess Liaison  
Lt. Ronald Hunt, Naugatuck P.D.

10 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Chairperson Borbas and seconded by Commissioner Taf to approve the "Revised" Minutes for the Regular Meeting held on June 8, 2016 and Minutes for the Special Meeting held on June 23, 2016.
4. Executive Director's Report was read by Christine Warren:

***Executive Director's Report  
June 2016***

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

**Move-Ins:**

*Public Housing (NHA Properties)*

1 move-in (GBLII Complex)

*Section 8 Program*

7 Families were leased up.

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

I am in the process of obtaining quotes to repair damaged concrete at GBLI site. The handicap ramp to Community Room is crumbling, and the walkway to Community Room needs repair. There's a catch-basin which is collapsing, and several damaged curb areas throughout. Kyle Best marked all damaged areas with paint, and contractors have been measuring. I hope to have contractors working on the project by the end of August.

I obtained a price for sign for George B. Lewis II complex from CT Signcraft. There is a sign on Route 63, as you enter Weid Drive, but no sign directly on the property. Many cars drive into the complex looking for Beacon Brook Health Center, as it's located on the same road.

### **Oak Terrace:**

Revitalization (Grant) Work is going out to bid. It is being advertised in the Waterbury Republican Newspaper and the DAS (Department of Administrative Services) website effective July 8, 2016. There will be a walk-thru for contractors to view the site and apartments on Thursday, July 21, 2016 at 10:00am. Bid deadline is Thursday, August 18, 2016 11:00am at the housing authority office at 16 Ida Street, Naugatuck, CT.

### **Robert E. Hutt Congregate:**

Residents were notified of the additional \$30 base rent increase, and received new payment letters. A public hearing will be held with Residents on Thursday, July 28, 2016 at 2:00pm.

Much of the month of June was spent orientating new service providers for food, security and cleaning at the Robert E. Hutt Congregate. New contractors started on July 1, 2016.

Our Small Cities Block Grant request for the Hutt property was not approved by the State of CT Department of Housing. We will be reapplying next year to attempt to get funding for the roof, parking lot, heat/hot water and fire panel upgrades.

### **Section 8:**

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

Gustavo Carphio, the temporary employee hired to cover the Section 8 Desk has been actively training with Rosa Mejia, the Program Manager. Rosa's last day of work will be Friday, July 15. Gustavo will cover her position through August 19, 2016, when his college break ends.

### **Miscellaneous:**

Auditors report is almost complete. They are awaiting information from the State of CT with respect to pension information to complete their reporting. I sent an email to the

State of CT requesting that they expedite this information so that our audit can be completed.

Mike Mormile, our Public Housing Assistant is inputting work orders when he is in the office to give Diane Bona more time to focus on the new general ledger procedures. She is working closely with our new fee accountant to properly code expense entries.

Comments/Complaints boxes were installed at all Community Rooms at George B. Lewis I & II, Oak Terrace and Robert E. Hutt Congregate complexes. We are hoping that this will enable better communication between the residents and office staff. Any criminal activity reported will be forwarded to the Police Department.

*Commissioner Taf asked Christine Warren if she received any feedback from the Congregate Residents with respect to the new food service. She responded that everyone seems to like the new food service. They are especially enjoying the soups. She asked if the Commissioners could visit the site to try the food. Christine Warren said she would make arrangements. Commissioner Taf also said she was sorry to hear that NHA was not approved for SCBG funds this year. Christine Warren explained that its consultant, Larry Wagner thinks we have a good chance to of being awarded next year. She will re-apply early in 2017. Commissioner Taf commented that we trained the temporary employee for Section 8 for 6 weeks, and he will only be working for 5 weeks, as he is returning to college. She thought he would be working until Rosa returns in September.*

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

**Maintenance Director's Report  
June 2016**

- Mowed lawns 3 times all locations
- Replace 2 tires on tractor
- Replaced 2 garbage cart tires
- Re-painted lines on parking lot at Ida St.
- Repaired John Deere mower at GBL
- Cut back brush along fence at Oak Ter. & Cong.
- Power Washed Cong. Garbage cans
- Installed Complaint boxes at each site
- Cleaned and Painted 2 Unit (1 Oak Ter., 1 Weid Dr.)
- Completed 20 After Hours Calls
- Completed 89 Work Orders

*Commissioner Swanson asked if he had obtained any quotes for shed for Weid Drive.*

*Commissioner Taf asked if he had obtained any quotes for the purchase of a truck for GBL complexes. Kyle stated that he is trying to obtain quote; however, has had difficulty getting them, because the used vehicles sell so quickly.*

6. **Police Report** Burgess Liaison Laurie Jackson introduced Lt. Hunt of the Naugatuck Police Department. A question and answer session was held:

An Oak Terrace resident expressed concerns with recent muggings and people roaming the complex during night hours.

Another Oak Terrace resident said she contacted the Police when an electric solicitor was on the property one weekend. She said the police did not make him leave the property. She said that she is concerned for the elderly residents' safety.

They also reported that tenant's family members are staying on the property without permission, and nothing is being done about it.

Lt. Hunt explained that the Police Department will be performing additional bike patrols and walking beats through the complexes.

E.D. Christine Warren explained that HUD has updated admission guidelines which prevent housing authorities from immediately denying applicants occupancy due to past criminal history. Housing Authorities must consider any evidence of rehabilitation, support letters from therapists, advocates, etc when considering applicants for public housing.

George B. Lewis Resident expressed concern that the emergency personnel had difficulty finding an apartment when responding for a medical call. He also asked what happens when he pulls the emergency cord in his apartment.

Maintenance Director Kyle Best explained that the building bell will ring and the emergency light will illuminate above apartment door. He also stated that there was no issue with the emergency personnel finding the apartment when responding to a medical call.

Same Resident asked if the Police, Fire and Ambulance staff all have maps of the complexes.

Lt. Hunt informed resident that if a bell or light is going off, any resident hearing should contact the Police Dept. and never assume that someone else called.

The Board thanked Lt. Hunt for attending the meeting, and accepting residents' complaints and concerns.

7. **Old Business:** None

8. **New Business:**

- a. Review and roll-call vote of proposed "Resolution #304: Resolution Concerning documentation to be signed in preparation for Ion Bank Financing.

Theresa Swanson read the resolution. No questions were posed.

**VOTED:** Unanimously via Roll-Call Vote to approve Resolution #304.

*See approved Resolution #304 attached.*

b. Discussion with respect to proposed new property sign for GBLII complex and design.

The Board reviewed proposed designs and agreed that it would also make most sense to replace all the property signs to one uniform sign design, to include the Housing Authority name and phone number. They asked Christine Warren to obtain some comparable prices, and submit to Board for approval at the next meeting.

9. **Public Comment:**

Laurie Jackson stated that she had seen several Congregate residents at the Town Budget Referendum vote, and they all said they were very happy with the new food service.

10. **Commissioner Comments:**

Commissioner Borbas commented that police and fire department were excellent when they came to the complex on a call.

She also explained that when they responded to GBLI for a welfare check, they were very dignified and respectful.

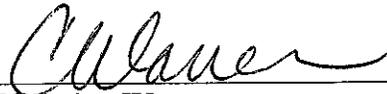
Commissioner Taf recommended that all NHA property in the Congregate kitchen be inventoried, so NHA will know what items belong to us. Christine Warren and Bernice Bakstis confirmed that kitchen items have been inventoried.

11. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to adjourn meeting at 6:10pm.

Respectfully submitted,



Theresa Swanson  
Chairperson



Christine Warren  
Executive Director/Secretary

On Wednesday, July 13, 2016 a vote was taken on the following resolution:

**RESOLUTION #304**

**RESOLUTION CONCERNING ION BANK FINANCING FOR OAK  
TERRACE REVITALIZATION PROJECT**

IT IS HERBY RESOLVED, by the Naugatuck Housing Authority, that the Chairperson, Theresa Swanson is hereby authorized to sign the documents listed herein in connection with the \$1,500,000 loan from Ion Bank:

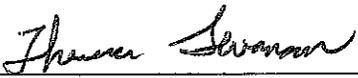
LIST OF DOCUMENTS:

Incumbency Certificate  
Chairperson's Certificate

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	<u>1</u>	___	___
Commissioner Joan Taf	<u>1</u>	___	___
Commissioner Maria Fidalgo	<u>1</u>	___	___
Commissioner Helen Borbas	<u>1</u>	___	___
Commissioner Juel Brinchman	<u>1</u>	___	___

Resolution #304 \_\_\_\_\_ Passed

  
\_\_\_\_\_  
Theresa Swanson  
Chairperson

**THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK**  
**INCUMBENCY CERTIFICATE**

THE UNDERSIGNED, Chairperson of THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK, a Connecticut housing authority existing pursuant to Section 8-40 et seq. of the Connecticut General Statutes (the "Authority") hereby certifies that the following named persons are all of the directors of the Authority:

**PRINT NAME:**

Theresa Swanson  
Joan B. Taf  
Maria Fidalgo  
Helen F. Borbas  
Juel Brinchman

AND, THE UNDERSIGNED further certifies that the following named persons are all of the officers of the Authority presently serving in the offices indicated:

**PRINT NAME:**

Theresa Swanson  
Joan B. Taf  
Maria Fidalgo  
Helen F. Borbas  
Juel Brinchman  
Christine Warren

**TITLE**

Chairperson  
Vice Chairperson  
Treasurer  
Asst. Treasurer  
Tenant Commissioner  
Executive Director

Signed at Naugatuck, Connecticut this 13 day of July, 2016

  
Theresa Swanson, Chairperson

CHAIRPERSON'S CERTIFICATE  
OF  
THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK,

THE UNDERSIGNED, being the chairperson of THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK, a Connecticut housing authority existing pursuant to Section 8-40 et seq. of the Connecticut General Statutes (the "Authority"), hereby certifies that the following resolutions were adopted at a duly constituted meeting of the Board of Directors for and on behalf of the Authority at which a quorum was present:

RESOLVED, that the Authority be and it hereby is authorized to borrow the sum of up to ONE MILLION FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$1,500,000.00) (the "Loan") from Ion Bank (the "Lender") pursuant to a commitment letter from Lender to the Company dated July 24, 2015; and it is

FURTHER RESOLVED, that the Authority be and it hereby is authorized to secure its indebtedness under the Loan by granting to the Lender a mortgage upon the Company's interest in certain real property situated at 53 Conrad Street, Naugatuck, Connecticut together with such additional security interests as may be required by Lender; and it is

FURTHER RESOLVED, that the Authority be and it hereby is authorized to execute and deliver all such instruments, documents or agreements as Lender shall reasonably require in order to enable the Lender to make said Loan to the Authority; and it is

FURTHER RESOLVED, that Christine A. Warren, as Executive Director, or any officer of the Authority be, and they hereby are, acting singly or collectively, authorized and empowered to negotiate the terms of and to execute and deliver for and on behalf of the Authority, each of the instruments, documents and agreements as may be necessary to consummate the Loan and/or as may be necessary or convenient to carry out any of the foregoing resolutions, all with such changes, and in such form, as the executing officer may in his sole discretion approve, the execution and delivery of each document to be conclusive evidence of the approval of the Authority; and it is

FURTHER RESOLVED, that the Christine A. Warren, as Executive Director, or any officer of the Authority be, and they hereby are, acting singly or collectively, authorized to do and perform all such further acts and things as may be necessary or convenient in order to consummate the transactions authorized in the foregoing resolutions and any actions heretofore or hereafter taken by such officers in carrying out the purposes of these resolutions is confirmed, approved and ratified in all respects.

Said Resolutions remain in full force and effect and have not been amended in any respect.

Dated: July 13, 2016

  
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Theresa Swanson, Chairperson