

**NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

August 10, 2016

(REVISED 9/13/16)

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, August 10, 2016. The meeting was called to order at 5:05p.m. by Chairperson Theresa Swanson. Said meeting was held in the Dining Room at the Robert E. Hutt Congregate Complex, 480 Millville Avenue, Naugatuck, CT 06770.

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
Officer Michael Favale, Naugatuck P.D.

14 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Taf to approve the Minutes Regular Meeting held on July 13, 2016, and Minutes for the Special Meeting held on July 26, 2016.
4. Executive Director's Report was read by Christine Warren:

***Executive Director's Report
July 2016***

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

Move-Ins:

Public Housing (NHA Properties)

1 move-in (GBLII Complex)

Section 8 Program

5 Families were leased up.

George B. Lewis I & II:

The Executive Director stated she is still awaiting quotes to repair damaged concrete at GBLI site. Once comparable quotes are received, they will be submitted to the Board of Commissioners for review.

Oak Terrace:

A site-walk thru for contractors to view the site and apartments was held on Thursday, July 21, 2016 at 10:00am. Bids are to be delivered to NHA office located at 16 Ida Street by 11am, Thursday, August 18, 2016.

The Director stated she has been working with the State of CT DOH and Ion Bank to obtain all remaining pre-closing stipulations and provide updated documentation.

Subsidized apartments were inspected by J. D'Amelia & Associates inspector. NHA Maintenance staff performed repairs during the month.

Robert E. Hutt Congregate:

Residents were notified of the additional \$30 base rent increase effective October 1, 2016. New payment notification letters were provided to residents. A public hearing was held on Thursday, July 28, 2016 at 2:00pm.

New service contractors began on July 1, 2016. So far, the residents seem satisfied with the new services.

Section 8:

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

Miscellaneous:

The auditors have completed the 2015 audit. There were no adverse findings. The auditors and fee accountant attended a "Special Meeting" on July 26, 2016 in which they addressed questions from the Board of Commissioners and gave a summary of the audit.

The E.D. states she requested quotes for new property signs to compare with original quote from Signcraft, pursuant to the Board's request. Once received, they will be submitted for review.

Commissioner Taf asked Christine Warren what types of items the Oak Terrace apartments failed inspection for. Christine Warren explained that they were minor electrical issues, trip hazards, etc.

Commissioner Taf also asked if many Robert E. Hutt Residents complained about the rent increase at the hearing. Christine Warren explained that only one tenant attended. She reviewed rental calculations with the tenant, and they were satisfied.

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

**Maintenance Director's Report
July 2016**

- Mowed lawns 3 times all locations
- Power Washed gas grills at Congregate and Oak Ter.
- Repaired riding mower, (steering)
- Assembled Salad Bar at Congregate
- Replaced air conditioner in Congregate Kitchen
- Cleaned and Painted 3 Units (2 Oak Ter, 1 Weid Dr)
- Completed 13 After Hours Calls, no dispatch on 4
- Completed 85 Work Orders

Commissioner Taf asked Kyle where the grill was located at Oak Terrace. Kyle explained that it was located in Maintenance area behind Community Room. She also asked if he had obtained any more truck bids. He explained that he is waiting for bids from MHQ—they sell new vehicles & equipment to municipalities at a discounted rate.

6. **Police Report** Officer Michael Favale of the Naugatuck Police Department attended the meeting. He spoke to residents and Board about "Personal Safety", and advised everyone to carry minimal items in their wallets, just in case they are stolen. He also recommended making a copy of both front & back of all items in your wallet, in the event it is stolen. This will make it easier to call creditors and cancel credit cards. He also advised residents to lock their cars. Many cars that have been stolen, or have items stolen from have been unlocked, according to reports. Commissioner Taf commented that she recently received a scam call supposedly from the Government, stating she would be arrested. Other residents reported similar telephone scams. A Hutt resident asked Officer Favale if something could be done about officers chatting with the public at the many traffic detours in the Borough. Commissioner Taf asked Officer Favale when the bike patrols would begin at Oak Terrace. Officer Favale explained that they need to get the bicycle patrolmen certified. Maintenance Director Kyle Best explained that he has seen more patrol cars. One Oak Terrace resident stated he has also seen the patrol cars coming through more often at night.

Commissioner Taf asked if arrests involving Oak Terrace residents could be reported to the Housing Authority. Officer Favale said that he checked the police reports for the complex and had approximately 70 door checks.

Bernice Bakstis, Public Housing Manager explained that she receives a report monthly from the Police Department, Not all details are included, but Unit #'s and nature of complaint are listed. She then checks the judicial website to verify any information and takes appropriate action with respect to any criminal activity.

7. **Old Business:** None

8. **New Business:**

a. Review and possible vote regarding proposals for new Shed for George B. Lewis II Complex:

Commissioner Taf commented that the Best Built Shed offered the best price, but listed no warranty. She asked Christine Warren to contact them for warranty information. She also asked where shed would be installed. Christine Warren explained between Building 9 & 10. She stated that Kyle Best contacted the Borough Zoning Department, and they said the area is adequate for a 10'x12' shed. Commissioner Taf recommended that we get vinyl finish, rather than wood, so it matches the buildings at the complex.

VOTED: Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to accept the proposal from Best Build Sheds in Dutch barn style in white vinyl contingent upon confirmation that there is a lifetime warranty on the shed.

9. **Public Comment:**

A Hutt resident asked Christine Warren if she could get another soda machine in the Building, since the last one was removed.

One resident asked if the Housing Authority could buy more bird seed for the complex. Christine Warren said that she would ask Linda, the Resident Service Coordinator to buy some bird seed.

Another resident said that there is a tenant in a wheelchair who speeds in and around the building.

Another Hutt resident stated that people are driving very fast in the driveway and parking lot areas.

She also asked if the Housing Authority could have the windows cleaned again. It hasn't been done for a couple of years.

She also stated that the cleaning service is doing better, but they are not sweeping floors.

An Oak Terrace resident said she was upset with the way the police treated her when they approached her son at the complex. She feels that the complaint was called in by another tenant who is retaliating for her complaining about a parking issue. She said that she is fearful of the tenant and nothing is being done about it.

Burgess Liaison Jackson stated that something needs to be done about this situation. She has heard this tenant complaining for three months, and nothing has been done. The Board advised the tenant to attend the Police Commission's Meeting to express her dissatisfaction with the Police.

10. **Commissioner Comments:**

Commissioner Brinchman recommended a meeting with all tenants' involved, so that we can hear all sides, and perhaps resolve the matter.

11. **VOTED:** Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to adjourn meeting at 6:00 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary