

NAUGATUCK HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
September 14, 2016

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, September 14, 2016. The meeting was called to order at 5:04p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the George B. Lewis II Elderly Housing Complex, 1013 Weid Drive, Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

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

Others:

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

7 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.
3. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the Minutes for the Regular Meeting held on August 10, 2016 which were revised to reflect Commissioner Maria Fidalgo in attendance.
4. Executive Director's Report was read by Christine Warren:

Executive Director's Report
August 2016

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of August 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:

Kyle Best obtained new vehicle procurement contact paperwork from the Naugatuck Police Department. I was able to obtain a quote from MHQ, a municipality vehicle & equipment provider which offers discounted rates for new vehicles. I obtained comparable quotes from local dealers for comparison. Proposals are being submitted to the Board of Commissioners for review and possible vote.

Shed for GBLII site has been ordered, and area has been prepped with a stone foundation by Maintenance Staff. The shed is being delivered Tuesday, September 13, 2016.

Executive Director is waiting for 2 comparable quotes for concrete repair of sidewalks and Community Room at 71 Osborn Road.

E.D. is also obtaining comparable quotes for sign for GBLII site, and replacement of old signs to a more uniform design at GBLI, Oak Terrace, Robert E. Hutt Complex and the Housing Authority Main Office.

Oak Terrace:

The bid opening for Oak Terrace Revitalization Work was held on Thursday, August 18, 2016 at 11:00am at the Ida Street office. The lowest responsible bidder was Northeast Building Group of Northfield, CT. The bid amount was \$4,880,000.00. The architect and consultant have completed due diligence on the contractor and reviewed bid documents.

Notices are being drafted and will be mailed to Oak Terrace residents in September with a timeline of when work is anticipated to begin.

Bernice Bakstis, Public Housing Manager, and Mike Mormile, her assistant began annual unit inspections at Oak Terrace. They will be ongoing through the month of September.

The Oak Terrace Annual Picnic is being held on Thursday, October 6, 2016 at 12 Noon. Sign-up sheets are located at the Community Room at Oak Terrace. Deadline to signup is Wednesday, September 28, or you can call Debbie at (203)723-9201. The cost is \$5 per resident.

Robert E. Hutt Congregate:

A Family Picnic will be held at the Hutt Complex on Thursday, September 15, at 5pm. Residents and their families will be treated to the annual summer barbeque and a petting zoo. This event is coordinated by the food service, Creative Culinary, and the site Resident Service Coordinator, Linda Peck.

The Executive Director is obtaining prices for exterior window washing per Hutt tenant requests.

The stove and floors in kitchen were cleaned and waxed by RICH's cleaning. He steam cleaned the stove to remove all grease, and then stripped and waxed floors in side entrance and storeroom.

The E.D. has requested a quote from RICH's to strip and wax hallways and remaining common areas of building.

Section 8:

NHA is currently up to number 115 of 500 on our Section 8 Waiting List. Executive Director conducted hearings for Section 8 participants terminated for program violations.

Miscellaneous:

HUD (US Department of Housing and Urban Development) has accepted our audit. No adverse findings were noted.

NHA's Annual Agency Plan is being prepared. A Public Hearing has been scheduled for Tuesday, October 25, 2016 at 2:00PM at the Housing Authority office located at 16 Ida Street. A legal ad was posted in the Waterbury Republican Newspaper on Saturday, September 10, 2016.

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

Maintenance Directors Report August 2016

- Mowed lawns 3 times all locations
- Trimmed hedges all locations
- Cut brush along fence lines, Oak Ter & Cong.
- Started bulk trash pick up at Oak Ter.
- Replaced ignition on mower (Oak Ter)
- Installed "Speed Limit" signs at Congregate (10 mph)
- Replaced broken window at Congregate Dining room
- Installed shutoff valves on baseboard heat in all units at Congregate
- Cleaned and Painted 3 Units (2 Weid, 1 Lewis Cir.)
- Completed 11 After Hours calls
- Completed 162 Work Orders

6. **Police Report** Lt. Bryan Cammarata of the Naugatuck Police Department attended the meeting. He spoke to residents and Board about recent car burglaries, and advised everyone to always lock their vehicles and remove or hide any valuables. He also reported that lawn equipment was recently stolen in the Borough, much of which was

found at local pawn shops. He informed residents if they knew anyone who was missing any lawn equipment to contact the P.D., as they have an inventory of items recovered. He also reminded residents that there have been reports of energy companies soliciting in the area. He reminded them that utility employees should always have photo ID on them. He also warned residents to never allow entry into your home or apartment, unless you know who they are, or unless they provide adequate identification. He stated if they are ever unsure, call the Police Department. He also warned of IRS phone and mail scams stating you won money are also circulating, and warned residents not to give any financial or account information over the phone. He reminded them that in most cases, the IRS will send written notice if you owe them money. He told them to just “hang up the phone”. He asked them to report any scams or suspicious persons to the Police Department. He also reminded residents that they need to re-register their telephone numbers of the “Do Not Call List” each year, as the lists expire annually. A GBLII resident asked if anything could be done about the people speeding by on Weid Drive. She feels unsafe when walking. Lt. Cammarata stated that he would ask that the sign which monitors speed be placed on Weid Drive to monitor & discourage speeding.

7. **Old Business:** None

8. **New Business:**

a. Review and possible vote regarding proposals new truck for GBL sites:

Proposal for new Ford F250 Truck from MHQ submitted to Board along with comparable quotes for new and used trucks.

VOTED: Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to accept the proposal from MHQ for a new Ford F250 Pickup truck for the amount of \$36,262.00

b. Discussion and Possible Vote with Respect to Opening the Lewis Circle 3-bedroom waiting list effective October 1, 2016:

Christine Warren explained to the Board of Commissioners that the list for 3-bedroom applicants was very low, and recommended that it be re-opened on 10/1/2016.

VOTED: Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to reopen the Lewis Circle 3 bedroom waiting list effective October 1, 2016.

9. **Public Comment:**

GBLII resident reported concerns with respect to a tree behind Building 9, uneven concrete in front of the Building, and rolling asphalt behind the building posing trip hazards. Kyle Best, Director of Maintenance said he would check these items.

10. Commissioner Comments:

Chairperson Swanson congratulated Kyle Best on the birth of his new baby grandson. Commissioner Borbas emphasized that the concrete areas in front of Community Room and catch basin in front of Building 5 at GBLI site are in very poor condition. She asked if Kyle Best could do anything to remedy the situation until a contractor is hired for repairs.

11. **VOTED:** Unanimously on motion by Commissioner Brinchman and seconded by Commissioner Borbas to adjourn meeting at 5:30 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director/Secretary