

**RNAUGATUCK HOUSING AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**October 12, 2016**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, October 12, 2016. The meeting was called to order at 5:05p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the Oak Terrace Complex located at 53 Conrad Street in Naugatuck, CT 06770.

The following were in attendance:

COMMISSIONERS:

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

Others:

Christine Warren, Executive Director  
Kyle Best, Director of Maintenance  
Lt. Bryan Cammarata, Naugatuck P.D.

31 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 September 14, 2016.
4. Executive Director's Report was read by Christine Warren:

*Executive Director's Report*  
*September 2016*

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

**Move-Ins:**

*Public Housing (NHA Properties)*

2 move-ins (GBLII & Oak Terrace Complexes)

*Section 8 Program*

5 Families were leased up.

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

New truck was ordered September 19, 2016. Delivery is estimated between 12-15 weeks.

Proposals for repair of concrete at GBLI Complex (71 Osborn Road) have been received. There were discrepancies with respect to square footage of concrete to be replaced. E.D. is reviewing with contractors prior to submittal to Board for review and possible vote.

ED is still waiting for 3<sup>rd</sup> comparable quote for sign for GBLII site, and replacement of old signs to a more uniform design at GBLI, Oak Terrace, Robert E. Hutt and NHA Main Office.

### **Oak Terrace:**

Closing documents are being prepared by the State of CT Department of Housing and Ion Bank. We anticipate work to begin on vacant units in November.

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

The Family Picnic was held at the Hutt site on Thursday, September 15, at 5pm. The food was great and the residents & families enjoyed the petting zoo. Thanks to Creative Culinary & Resident Service Coordinator, Linda Peck for all their hard work. ☺

Exterior windows were washed on Tuesday, September 27, 2016 by Galaxie Cleaning.

### **Lewis Circle:**

The 3 bedroom waiting list is opening effective Monday, October 10, 2016. A pre-application was published in the Waterbury Republican newspaper on Tuesday, October 4, 2016. Applications are available at NHA's main office. Applicants will be placed on waiting list based upon date of receipt of application.

### **Section 8:**

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

### **Miscellaneous:**

A Resident Advisory Board was created in accordance with HUD requirements for preparation and review of NHA's Agency Plan. This Board is comprised of one resident from each federal complex and the Section 8 program. The volunteers will attend a meeting with the Director and consultant to review agency plan and provide any feedback on behalf of residents.

The Executive Director worked with fee accountant to compile budget data. We will be working on throughout October, and anticipate budget will be ready for Board review by the end of October or early November.

*Commissioner Taf asked how the Resident Advisory Board Members were selected. Christine Warren explained that they had volunteered.*

*Chairperson Swanson told Christine Warren that the Board can vote on the 2 bids received for signs if E.D. is unable to obtain third quote in a timely basis.*

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

**Maintenance Directors Report  
September 2016**

- Mowed lawns 3 times all locations
- Tuned up fall equipment. Installed leaf blower on tractor.
- Completed bulk trash pickup at Oak Ter.
- Installed crushed stone pad for Shed between Bldgs. 9 & 10 Weid Dr. ( Shed is in place )
- Replaced 6 "Fire Lane, No Parking " signs at Congregate
- Cleaned and Painted 5 Units (4 Oak Ter., 1 Weid)
- Completed 7 After Hours Calls, no dispatch on 1
- Completed 114 Work Orders

*Commissioner Taf asked how many of the vacant units have been painted. Kyle Best explained that all vacant units have been painted at Oak Terrace.*

6. **Police Report:** Lt. Bryan Cammarata of the Naugatuck Police Department attended the meeting. He reviewed the police activity for the complex for the past couple of months and noted only a couple of noise complaints, suspicious persons, ambulance and fire calls. He explained to all residents that it is important to call the Police for any suspicious activity, so that it can be investigated. He would rather that they call & have it be nothing, instead of not calling & it turning out to be something worse. He explained that residents do not need to state their name to place a complaint. He also said that Tammi Rossi was no longer handling the TRIAD program. However, stickers are still available, and that residents may contact him or E.D. Christine Warren to obtain them. He said that it is very important that residents list all medications they are taking, and recommended that they put in their refrigerator. Emergency personnel always check this are for medication listings on an emergency call. Some residents asked why the gate isn't being locked in back of Oak Terrace complex. Kyle Best said he will have someone lock it daily. Lt Cammarata told residents that they could call the P.D. and they would send someone to lock it also.
7. **Old Business:**     None
8. **New Business:**

- a. Review of bids received to date for Concrete Repairs at GBII-71 Osborn Road:  
Board of Commissioners reviewed three proposals for concrete repairs.

**VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Fidalgo to accept the proposal from Garfield Concrete in the amount of \$22,750 for Concrete Repairs at George B. Lewis I Complex.

9. **Public Comment:**

Oak Terrace resident stated that there are lights by Bldg. 16 and Bld. 3 which are out.  
Another Oak Terrace resident stated that there is a light by Bldg. 28 which has been out for months.

Another resident stated that she believes she has mold on her ceiling as a result of a previous leak

Another resident stated that residents are not locking the Laundry Room Doors.

Several residents asked about when they would have to move so that renovations could be done in their apartments.

*Kyle Best stated he will check the lights in question.*

*Christine Warren asked Kyle to check mold issue.*

*E.D. Christine Warren will have a notice posted on the Laundry Room doors asking Residents to Lock Doors when they leave.*

*E.D. Christine Warren answered tenant questions with respect to upcoming Oak Terrace Renovations and promised to update tenants with respect to work schedule and relocation plans.*

10. **Commissioner Comments:** None

11. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn meeting at 6:15 pm.

Respectfully submitted,



Theresa Swanson  
Chairperson



Christine Warren  
Executive Director/Secretary