

**NAUGATUCK HOUSING AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**November 9, 2016**

1. The Regular Meeting of the Board of Directors of the Naugatuck Housing Authority was held on Wednesday, November 9, 2016. The meeting was called to order at 5:10p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the George B. Lewis I Complex located at 71 Osborn Road 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.

4 Residents

2. Chairperson Swanson led the Pledge of Allegiance to the Flag.  
  
(Moved to #5 on Agenda, due to Lt. Cammarata being on duty—he was unable to stay long at meeting.)
3. **Police Report:** Lt. Bryan Cammarata of the Naugatuck Police Department attended the meeting. He reviewed report of speed monitoring at GBLII-Weid Drive. He informed residents that there have been a lot of car break-ins in the area. He reminded residents to be sure to lock their cars, and remove or hide any valuables that may be in them. He also advised them if they want to warm up their cars, its best to use a remote car starter, so the car can be locked while running. He also reminded residents to call anytime they see something suspicious, no matter what it is. He also reminded residents how valuable an alert pendant can be if they fall down, and need to get medical assistance. He also alerted Residents for phone and email scams circulating the area.
4. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to approve the Minutes for the Regular Meeting held on October 12, 2016 and Special Meeting held on October 25, 2016.
5. **Executive Director's Report was read by Christine Warren:**

*Executive Director's Report*  
*October 2016*

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

**Move-Ins:**

*Public Housing (NHA Properties)*

1 Move-in (GBLII)

*Section 8 Program*

3 Families were leased up.

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

Garfield Concrete was approved by NHA Board of Commissioners to perform concrete repairs at GBLI site-71 Osborn Road. Work is scheduled for November 2016.

E.D. is working with architect and Steve Ball of J.D'Amelia & Associates to begin planning of kitchen remodel at GBLII site-1013 Weid Drive. We are planning to go out to bid in spring of 2017.

3<sup>rd</sup> Bidder for new property signs has assured me that he will be submitting a proposal. Once the third bid is obtained, E.D. will submit to Board for review.

**Oak Terrace:**

The Oak Terrace annual picnic was held on October 6, 2016. Debbie Besaw, the Resident Service Coordinator did a wonderful job with the food and bringing everyone together!

E.D. met with Thomas Bourque, Asset Manager from CHFA (Connecticut Housing Finance Authority) for annual site visit of Oak Terrace on October 12, 2016. Twenty (20) units were inspected by Mr. Bourque.

Additional water testing was done at Oak Terrace in preparation for revitalization work anticipated to begin in December. Steve Ball of J. D'Amelia & Associates is finalizing construction budget with contractor and the Department of Housing.

**Robert E. Hutt Congregate:**

We are having problems with the stove in the Congregate kitchen. It is cooking food un-evenly at times, and is 24 years old. E.D. is obtaining quotes to replace with a newer model with convection oven.

**Lewis Circle:**

Eversource and Feeney Brothers Construction were on site installing new gas lines and gas meters at Lewis Circle and NHA office at 16 Ida Street. Due to work performed, NHA had more after hours calls to open boiler rooms for Eversource to relight boilers.

The 3 bedroom waiting list was opened on 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 hearing was held for NHA 5 Year Agency Plan on October 25, 2016. No one from the public attended.

The Agency Plan was reviewed and accepted the NHA Board of Commissioners at the Special Meeting held on October 25, 2016.

NHA 2017 budget was finalized and approved by the NHA Board of Commissioners at same meeting.

Bernice Bakstis, Public Housing Manager, Mike Mormile, Public Housing Assistant, and E.D. Christine Warren attended a 2-day training on October 19-20 at the Greek Orthodox Church in Waterbury. The training was hosted by NAHRO. Items covered were updated guidelines with respect to State Housing Waiting lists, Tenant Selection Plans, Admissions and Occupancy guidelines.

*Commissioner Borbas recommended that a memo be delivered to Osborn Road (GBLI) Residents informing them of pending construction work, and to exercise caution when entering & exiting the Community Room.  
E. D. Christine Warren will do a Notice.*

*Commissioner Taf asked when the Oak Terrace work and relocation were anticipated to begin. E. D. Christine Warren explained that work should begin on vacant units in December. Tenants will not be relocated until vacant units are remodeled, approximately January or February.*

### **6. Maintenance Director's Report read by Kyle Best :**

Maintenance Director's Report  
October 2016

- Mowed lawns 2 times all locations

- Put away mowers, set up snow blowers
- Checked/Repaired boilers at all locations
- Painted Boiler rooms at Weid Dr
- Started leaf pick up
- Put leaf box on dump truck
- Completed 26 After Hours Calls, no dispatch on 7
- Completed 133 Work Orders

Commissioner Taf inquired about a ticket on the October 2016 work order report.

7. **Old Business:**     None
8. **New Business:**   None
9. **Public Comment:**  
A GBLI Resident asked if an exhaust fan could be installed in laundry room, as it is very hot in the summer months.
10. **Commissioner Comments:**  
Commissioner Taf wished everyone a Happy Thanksgiving.
11. ***VOTED:*** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to recess to Executive Session at 5:45 pm. *Public Excused.*
12. Executive Session: Discussion with respect to Maintenance Director's Contract. Kyle Best was invited to attend Executive Session.
13. ***VOTED:*** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to reconvene meeting at 6:05 pm.
14. ***VOTED:*** Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Borbas to adjourn meeting at 6:06 pm.

Respectfully submitted,

  
 Theresa Swanson  
 Chairperson

  
 Christine Warren  
 Executive Director/Secretary