

**Naugatuck Housing Authority
Special Meeting of the Board of Commissioners
Minutes- July 20, 2011**

- 1.) The Special Meeting of the Naugatuck Housing Authority's Board of Commissioners was called to order at 5:00 p.m. by Chairperson Theresa Swanson. Said meeting was held at the George B. Lewis I, Community Room-Osborn Road.
- 2.) The following were in attendance.

Commissioners:

Theresa Swanson
Maria Fidalgo
Elaine Russell
Debra Miller

Executive Director Kevin Knowles

Maintenance Supervisor Sam Behuniak

Public:

Burgess Laurie Jackson
Officer Mike Favale-NPD

Residents: 9

- 3.) Chairperson Swanson led in the Pledge of Allegiance to the Flag.
- 4.) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Elaine Russell to accept the minutes of the Regular meeting of June 8,, 2011.
- 5.) Voted: Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Fidalgo to accept the minutes of the Special meeting of June 24, 2011.
- 6.)

**Executive Director's Report
June Report
July 13, 2011 on July 20, 2011**

All Drawdowns HUD funds for both Capital and Operating dollars have been completed for the month of May for our Federal (HUD) Complexes.

I have been in contact with Lt. Harrison of the Naugatuck Police Department on any issue related to the public safety of our residents.

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LT. Harrison has been on vacation and when he returns, we will set up a neighborhood watch meeting for George B. Lewis I and II.

The outside lighting upgrades Project at the Oak Terrace Complex, is in progress.

A Bolt of Lightning struck Building 32 at Oak Terrace and did damage, to most of the Building. A Heat/Cooling Pump had to be replaced at Apartment 32E and a window and screen door has to be replaced.

The Fire Chief, Firer Department personnel, staff from the Fire Marshal's office, a Building Inspector, an Electrician all were on site within 15 minutes. An adjuster from our Insurance Company was at Building 32, the next day.

The Lightning caused damage to the Smoke/Heat detector system at Oak Terrace and FSI/Chubba technicians have been on site trying to repair the system. The rehabilitation of Unit 20 at Lewis Circle is complete and the unit has been leased.

Our maintenance staff is in the process of turning units over at Lewis Circle; this is in conjunction with the Federal REAC Inspection. The NHA was provided a punch-list that needs to be completed, before we can be placed under HUD's jurisdiction.

The NHA received a Grant for \$9,409 through the Western Area on Aging for a commercial refrigerator and freezer at George B. Lewis I & II and a stove at George B. Lewis II.

Alarm Masters, Inc. conducted a yearly Fire Alarm Inspection at George B. Lewis I & II and will submit their report to the Naugatuck Fire Marshal's Office.

We will have a lease up at George B. Lewis I for August first and will have 1 empty unit at George B. Lewis II due to the passing of one of our residents.

Robert E. Hutt- Congregate, the maintenance staff has begun the process of turning over three units that are empty due to residents moving out.

General: I have started the process of calling in outside contractor's such as painters, to turn over units at Oak Terrace.

Maintenance Supervisor's Report June Report for July

Federal Complexes

George B. Lewis I – Osborn Road

There were 3 electrical issues, 3 plumbing issues and 1 appliance issue (AC). 1 Paint/Door Lock issue, 1 Heat and Window issues, and 8 miscellaneous issues.

George B. Lewis II – Weid Drive

There were 1 electrical issue, 4 plumbing, 2 paint, door, lock, 1 window-heat, 2 appliances, 6 etc.

State complexes

Lewis Circle: MR

There were 0 electrical issues, 3 plumbing issues, 0- paint/door issues and 1- appliance (A/C) issues and 0 Heat and Windows issues and 1 miscellaneous issue.

Robert E. Hutt – Congregate

There were 0 electrical issues, 3 plumbing issues, 1 appliance (AC) issue, 1- Heat and Window, 0 Paint/Door Lock issue, 1 miscellaneous issue.

Oak Terrace

There were 10 electrical issues, 20 plumbing issues, 4 paint/door issues, 3 heat/window issues 28 appliance issues (AC) and 5 miscellaneous issues.

General issues:

Oak Terrace Heat Pump/ Cooling filters must be cleaned every six months or they can shut down the pump.

Oak Terrace (7) units made ready for occupancy units empty at Oak Terrace (15), Robert E. Hutt (3), George B. Lewis I & II (2), Lewis Circle (3).

Grass is being cut at Oak Terrace, Robert E. Hutt and George B. Lewis I & II.

Robert E. Hutt laundry room was made ready for new washers and dryers.

Robert E. Hutt laundry room was flooded because of a Boiler leak, caused by a back flow valve that let go.

Two mowers are at Smith & Seffines due to Oil leaks.

Oak Terrace has 1 mower George B. Lewis I & II has 1 mower.

Oak Terrace, Building 32 was struck by lightning; the bolt blew out an A/C a window, water heater and other issues within and outside the building.

Lewis Circle apartments are still being worked on.

7.)Public Comment:

Officer Favale–Naugatuck Police Department, gave a report on issues concerning the NHA Complexes. He reported that things were quiet in the month of June.

Dorothyann Philipis-5A- Osborn Road told all gathered that there will be a Picnic at George B. Lewis I on Saturday, August 13, 2011. Picnic will start at 12 noon.

Eleanor Furtado-4F-Osborn Road, asked about Lock Boxes and quicker access to keys, she shared with those in attendance that it takes a while for Police, Fire and Ambulance Personal to gain entrance to apartments. Executive Director Knowles explained that it has been the practice, to notify the Fire Department when there is a medical emergency and they have the keys to the Lock Box.

Eleanor was also concerned that last winter the Lock Box was frozen and the NFD had a problem opening the Box.

Fred Christiansen-2A-Osborn Road- Asked if something could be done with the rocks that were moved from the heavy rain last month. Executive Director Knowles responded that he NHA has a contractor coming to replace the moved rock and that the water backup was due to a Town of Naugatuck issue.

Margaret Lubinski- 4B-Osborn Road-asked if A T & T Uverese could be contacted, to see what it would take to have their service at George B. Lewis I. Executive Director Knowles said that he would contact the company and request the appropriate information.

Claudette Soden-3B- Oak Terrace- Distributed to the Commissioners a written request to install shades at the Community Room at the Oak Terrace Complex. She explained that she shows a Movie once a month at the Oak Terrace Community Room and that the shades would provide for a better viewing experience. She provided measurements for the shades. Chairperson Swanson said that her request would be explored and that the shades measurements should be double checked and verified.

Commissioner Russell- talked about the power outage that recently occurred at George B. Lewis I. The electricity went off at around 7:15 am and wasn't back on until late in the afternoon.

Commissioner Russell praised the Naugatuck Fire Department, Fire Marshall's Staff and Police officers for their efforts as well as C L & P. She asked if a portable generator could be considered for George B. Lewis I, for the Community Room. Executive Director Knowles said the request would be looked into.

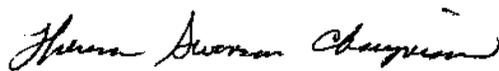
Commissioner Russell also encouraged those attending to sign up for "Good Morning Naugatuck" Program. A program that was set up to aid people, who are living alone.

Commissioner Fidalgo informed those attending the meeting, that there was a special program at Yale University on Aging, "The Life Study"; she said she would bring in brochures to the Housing Authority Office for distribution.

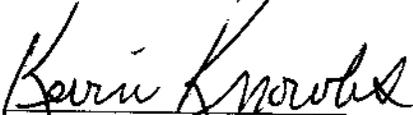
Voted: Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Fidalgo to adjourn the meeting at 5:39 p.m.

Commissioner Russell also encouraged those attending to sign up for "Good Morning Naugatuck"

Respectfully submitted:



Theresa Swanson, Chair



Kevin Knowles
Executive Director, Secretary