

**Naugatuck Housing Authority  
Regular Meeting of the Board of Commissioners  
August 10, 2011**

**Minutes**

- 1.) The Regular Meeting of the Naugatuck Housing Authority's Board of Commissioners was called to order at 5:02 p.m. by Chairperson Theresa Swanson. Said meeting was held at the Robert E. Hutt- Congregate-Community/Dining Room- 488 Millville Ave.
- 2.) The following were in attendance.

Commissioners:

Theresa Swanson  
Elaine Russell  
Debra Miller

Executive Director Kevin Knowles

Maintenance Supervisor Sam Behuniak  
Public: Burgess Laurie Jackson  
Lt. Robert Harrison-NPD

Residents: 6

- 2.) Chairperson Swanson led in the Pledge of Allegiance to the Flag.
- 3.) Voted: Unanimously on a motion made by Commissioner Elaine Russell and seconded by Commissioner Debra Miller to accept the minutes of the Regular meeting of July 20, 2011.

Executive Director's Report  
July Report  
August 20, 2011

All Drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of July 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.

Robert E. Hutt we are making plans to have the outside windows washed and the bank cut and sprayed, on the Hutt hillside, bordering Millville Ave.

I am waiting for a call from Mac-Gray concerning the stackable washer –dryers at Robert E. Hutt.

The outside lighting upgrades Project at the Oak Terrace Complex is near completion. The Contractor has to go through a punch list.

A Bolt of Lightning struck a tree near Building 17 at Oak Terrace and did damage to the Heat/Cooling Pumps, at Unit 17-d and 21-d.

Our maintenance staff is 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.

I will also, be bring in outside contractors to help assist with the upgrades, at Lewis Circle.

HUD will be at the Lewis Circle Complex on August 31, 2011 to conduct another inspection.

HUD will also be at George B. Lewis I & II for the yearly REAC Inspection on August 29, 2011. Tenants will be notified.

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

**Maintenance Director's Report**  
**July Report for August**

**Federal Complexes**

**George B. Lewis I – Osborn Road-** There were 8 electrical issues, 4 Plumbing, 1 Paint Door, 1 Heat/Windows, 7 Appliance or A/C and 8 miscellaneous.

**George B. Lewis II – Weid Drive-** There were 9 electrical issues, 5 Plumbing, 1 Paint Door, 1 Heat/Windows, No Appliance or A/C and 3 miscellaneous.

**State complexes**

**Lewis Circle: MR-** There were no electrical issues, 2 Plumbing, 0 Paint Door, 0 Heat/Windows, No Appliance or A/C and 0 miscellaneous.

**Robert E. Hutt – Congregate-** There were 6 electrical issues, 6 Plumbing, 1 Paint Door, 0 Heat/Windows, 1 Appliance or A/C and 14 miscellaneous.

**Oak Terrace- There** were 11 electrical issues, 10 Plumbing, 4 Paint Door, 3 Heat/Windows, 21 Appliance or A/C and 21 miscellaneous.

General issues:

**Oak Terrace:** - Drapes for Oak Terrace Community Room are \$24.95 for each piece. There are 13 empty units at Oak Terrace. Grass & bushes are being cut. Units 4E & 9A are being painted. Lightening hit a large tree and two trees had to be cut down, the air conditioning unit in Building 17-D & 21-D. Phones lines and alarms are still down.

**Lewis Circle:** Units 18, 47 & 60 are completed and ready for tenants. There are 3 empty units at Lewis Circle.

**Robert E. Hutt Congregate:** - There is 1 empty unit at Congregate. Laundry room is ready for new machines.

**Public Comment:**

Lt. Robert Harrison from the Naugatuck Police Department said that there were 4 calls at GBL I & GBL II, 2 calls at Robert E. Hutt Congregate.

Evelyn Racine- Unit 3C-Congregate complained that an article of her clothing was burnt by the dryer at Congregate and asked when the new machines would be installed. Kevin Knowles, Executive Director, said that he would speak to Mac Gray regarding the timetable and would also ask them to install replacement units until the new units arrived.

Evelyn Racine- Unit 3C- Congregate asked about the dining room floor at Congregate, indicated that it needed to be washed and waxed. Executive Director Kevin Knowles said that it was scheduled to be done this week.

Gladys Ferland- Unit 3L-Congregate said she had a problem with her stove at Congregate. Maintenance Director Sam Behuniak said he would send someone to look at it.

Jean Andolena- Unit 1C-Congregate said she was having a problem with her front door at Congregate. Executive Director Kevin Knowles said it would be looked at.

Ronald Donaldson, Unit 1-A Congregate asked about the cost for Comcast cable and said he had a friend at Derby Housing Authority who told him they received a complex price. Executive Director Kevin Knowles said he would contact Derby Housing Authority to find out the details.

Ronald Donaldson- Unit -1A asked about the new guard at Congregate seems like he needed more training. Executive Director Kevin Knowles said that he would contact his supervisor and find out.

Mary Ann Mitchell- Unit -3C-Congregate asked about when the growth and brush on the bank at Congregate would be cut. Executive Director Kevin Knowles said that the bank would be cut down in late summer or early fall as per his report.

Mary Ann Mitchell- Unit 3C-Congregate said that they had a problem last year with the fire hydrants at Congregate being snowed in. Executive Director Kevin Knowles said that he will make sure they are dug out this year with the hopes that we will not have as much snow this season.

Mary Ann Mitchell-Unit 3C- Congregate asked that the visitor's bathrooms at Congregate have an adequate supply of paper products, especially over the weekend. Maintenance Supervisor Sam Behuniak said it would be taken care of.

Edna Talmadge-Unit 32 A- Oak Terrace- Said she is having a problem with a neighbor's cat and asked for a copy of the NHA'S Pet Policy, Executive Director Kevin Knowles said he would get her a copy.

She said she liked the new Security lighting in front of her building. Edna asked when the sidewalk soft patch would be repaired. Executive Director Kevin Knowles said the contractor is going through a punch-list of repairs and the soft-patch will be replaced.

5. Voted: Unanimously on a motion made by Commissioner Miller and seconded by Commissioner Russell to accept the bid for Auditing Services from Hurley, O'Neill & Company to perform the Naugatuck Housing Authority financial audit for the years ending December 31, 2010, 2011 and 2012.
6. Discussion on the purchase of generators for the Community Room of GBL I & II was tabled to obtain more information.
7. Discussion on the request to purchase darkening window coverings for the Community Room at Oak Terrace was tabled to obtain more information

**8. Adjournment:**

Voted: Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Miller to adjourn the meeting at 6:30 p.m.

Respectfully submitted:



Theresa Swanson, Chair



Kevin Knowles  
Executive Director, Secretary