

**Naugatuck Housing Authority
Regular Meeting of the Board of Commissioners
October 12, 2011**

Minutes

1.) The Regular 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 Oak Terrace-Community Room- 53 Conrad Street.

2.) The following were in attendance.

Commissioners:

Theresa Swanson
Elaine Russell
Debra Miller
Maria Fidalgo

Executive Director Kevin Knowles

Maintenance Supervisor Sam Behuniak
Public: Burgess Laurie Jackson
Former Mayor Joan B. Taf
Officer – Mike Favale

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 August 10, 2011.
- 4.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Elaine Russell to accept the minutes of the Regular meeting of September 14, 2011.
- 5.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Maria Fidalgo to add to the Agenda the Naugatuck Housing Authority's 2012 Agency Plan.
- 6.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Elaine Russell to add to the Agenda the acceptance of a change order for Pro Energy Lighting, LLC in the amount of \$3,000 towards the lighting upgrades at Oak Terrace.

**Executive Director's Report
September and October
October 12, 2011**

All Drawdowns for HUD funds for both Capital and Operating dollars have been completed for the month(s) of August and September 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.

The outside lighting upgrades Project at the Oak Terrace Complex are completed.

There is a section of lights at Oak Terrace in-between buildings that needs to be repaired. There is a wiring problem between and behind Buildings 26 and 28 that affects lights by Buildings 35 & 36.

We are now identifying other areas at Oak Terrace that need lighting upgrades.

The HUD-REAC inspection was completed at the end of August at George B. Lewis II & II.

Our Audit for fiscal year 2010 has been completed by the firm of Hurley and O'Neill, P.C. and there were no findings. Hurley and O'Neill have submitted copies of the audit report to both the HUD Regional Office in Boston MA, HUD office in Hartford Ct and the Ct Department of Economic and Community Development. Connecticut Housing and Finance Authority will also receive a copy.

A representative from Connecticut Housing and Finance Authority will be conducting inspections of our Oak Terrace, Robert E. Hutt and Lewis Circle Complexes on Friday, October 21. Tenants will be notified.

The Naugatuck In land & Wet lands Commission did a site walk at George B. Lewis I and the adjoining property above GBL 1. We experienced a surge of water from above GBL 1, just prior to Storm Irene. The water did damage to the stream bed that goes through the GBL 1 property. I'll be meeting with a member of the Engineering Department to see how the Town can help us remedy this situation, so it doesn't happen again.

The hill in the front of Robert E. Hutt will be cleared this month.

There were two lease ups at George B. Lewis I & II.

There were six lease ups at Oak Terrace.

There were one transfer and five lease ups at Robert E. Hutt, Congregate.

There was one lease up at Lewis Circle.

Maintenance Director's Report

October Report

For August & September

Federal Complexes

George B. Lewis I – Osborn Road- There was 12 electrical issues, 11 Plumbing, 3 Paint Door, 2 Heat/Windows, 1 Appliance or A/C and 12 miscellaneous.

George B. Lewis II – Weid Drive- There were 13 electrical issues, 17 Plumbing, 2 Paint Door, 3 Heat/Windows, 2 Appliance or A/C and 8 miscellaneous.

State complexes

Lewis Circle: MR- There was 6 electrical issues, 5 Plumbing, 3 Paint Door, 0 Heat/Windows, 1 Appliance or A/C and 1 miscellaneous.

Robert E. Hutt – Congregate- There was 9 electrical issues, 10 Plumbing, 1 Paint Door, 0 Heat/Windows, 3 Appliance or A/C and 9 miscellaneous.

Oak Terrace- There was 24 electrical issues, 21 Plumbing, 16 Paint Door, 13 Heat/Windows, 32 Appliance or A/C and 32 miscellaneous.

General issues: Grass being cut at all complexes.

Oak Terrace: - Units completed 17-A, 9-A, 9-B, 4-E, Units vacant 10.

Trees are being cut and trimmed due to Storm Irene and general maintenance and fallen branches being cleaned up, also from Storm Irene.

The Drainage ditch behind Buildings 9, 10, 21 and 22 needs piping and stone needs to be installed.

Upper Maintenance Garage needs new door.

Chevy Sand Truck being is made ready for the winter, Leave truck ready.

Lighting needed in front of Building 1, 4 and 14.

Community Room needs new rug.

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

Robert E. Hutt Congregate: - Front hillside needs to be cut.

Unit 1-I was made ready for lease up.

George B. Lewis II- 8-H- Made ready for lease up

Public Comment:

Marie N. Tortora- Building 17-Unit C-said that the light is out near her building Sam Behuniak said he would take care of it. She also complained that there are residents or outside people who are not cleaning up after their dogs. Executive Director Kevin Knowles asked the residents to watch and report offenders.

Judy Wagner- 10-A also remarked on the dogs.

Former Mayor Joan B. Taf asked about the recent HUD- REAC inspection at George B. Lewis I & II regarding how they picked the Units to be inspected and how many were inspected. Executive Director Kevin Knowles explained that the Inspector has his Lap Top randomly pick the units and there were about 23 at George B. Lewis II & 19 at George B. Lewis I.

7.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Maria Fidalgo to accept and approve the Naugatuck Housing Authority's 2012 Agency Plan.

8.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Elaine Russell to accept the change order for Pro Energy Lighting, LLC in the amount of \$3,000 towards the lighting upgrades at Oak Terrace.

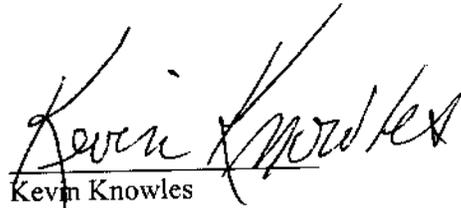
9). Adjournment:

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:



Elaine Russell, Commissioner
In the absence of Theresa Swanson, Chair



Kevin Knowles
Executive Director, Secretary