

**- Naugatuck Housing Authority  
Regular Meeting of the Board of Commissioners-Minutes  
March 21, 2011**

- 1.) **Commissioner Swanson called the Regular Meeting of the Naugatuck Housing Authority to Order at 5:00 pm. Said meeting was held at the George B. Lewis I-Meeting Room/ Dining Hall. 70 Osborn Road.**

**The following were in attendance:**

**Commissioners:**

**Theresa Swanson  
Laurie Jackson  
Elaine Russell  
Maria Fidalgo  
Debra Miller**

**Others:**

**Kevin Knowles-Executive Director  
Lt. Robert Harrison  
Burgess Hank Kuczinski  
Residents-2**

- 2.) **Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.**
- 3.) **Voted: Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Jackson to accept the Minutes of the March 2, 2011-Regular Meeting. (February Meeting)**

Executive Director's Report  
February Report  
March Meeting – March 21, 2011

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

**The new kitchen installation at Lewis Circle is nearing completion. The units were inspected and a punch list of items was drawn up. Handles and magnets to keep the large cabinets closed are being installed.**

**The renovation of Unit 20 at Lewis Circle is ongoing, new doors and windows have been installed and the kitchen installation is forthcoming.**

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

**Through the DECD'S Urban Act requirements, an Architect/Engineer has been brought on to provide drawings for the outside lighting upgrades at the Oak Terrace Complex. We are working with the Town of Naugatuck to advertise for bids, this should take place in the very near future.**

***Maintenance Supervisor's Report  
03/321/2011 (For February)***

***Federal Complexes***

***George B. Lewis I – Osborn Road***

There were 3 electrical issues, 3 plumbing issues and 3 appliance issue (AC). 1 Paint/Door Lock issue, 3 Heat and Window issue, and 6 miscellaneous issues.

There were no units leased up for February

***George B. Lewis II – Weid Drive***

There were 2 electrical issues, 5 plumbing issues, 1 Heat and Window, 1 Appliance/Fan A/C and 4 miscellaneous issues.

***George B. Lewis I and II- 2 Refrigerators replaced.***

## State complexes

### Lewis Circle: MR

There was 1 electrical issue, 1 plumbing issues, 3 paint/door issues and 1 appliance (A/C) issues and 2 Heat and Windows issues and 2 miscellaneous issues.

### Robert E. Hutt – Congregate

There were 4 electrical issues, 6 plumbing issues, 1 appliance (AC) issue, 2 Heat and Window, 1 Paint/Door Lock issue.

Generator repair: Company waiting for parts.

### Oak Terrace

There were 5 electrical issues, 10 plumbing issues, 6 paint/door issues, 6 heat/window issues 8 appliance issues (AC) and 20 miscellaneous issues

General issues at OT, Units 1-e, 35 a, 35 d, 26 a, 8d, 13 c, 21a made ready for occupancy.

General issues: 5 storms totaling 15 inches.

Chevy Truck/Sand and Plow, back in service.

Units to be turned over: OT-E 15, Congregate 2, GBL'S 1 and Lewis Circle-MR 5.

#### 4.) Public Comment:

**Lt. Robert Harrison- he apologized for not getting back to Commissioner Jackson and Executive Director Knowles, due to an illness. He did want to attend the meeting of 3-21-11, to hear**

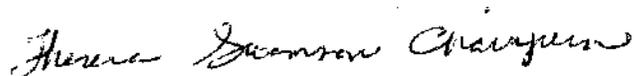
any potential issues, at the complexes. He will be contacting Commissioner Jackson and Executive Director Knowles, to set up Neighborhood Watch Meetings in the near future.

- 5.) **Voted:** Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Miller to authorize Executive Director Knowles to sign an agreement with Mac –Gray Services, Inc. Under this contract, Mac- Gray would lease washing machines and dryers to the Naugatuck Housing Authority's Complexes.
- 6.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Miller to recess to Executive Session, inviting in Attorney Donn Swift, Attorney Franklin Pilicy and Executive Director Kevin Knowles.

**Regarding: Pending Litigation (Michael James Co vs. NHA)**

- 7.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Miller to authorize a settlement in accordance with the recommendation of Attorney Donn Swift.
  
- 8.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Miller to adjourn the meeting at 6:02 pm.

Respectfully Submitted,



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Theresa Swanson, Chairperson



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Kevin Knowles, Secretary  
Executive Director