

Naugatuck Housing Authority
Regular Meeting of the Board of Commissioners-Minutes
September 8, 2010

- 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 II-Meeting Room/ Dining Hall. 1013 Weid Drive.

The following were in attendance:

Commissioners:

Theresa Swanson
Laurie Jackson
Elaine Russell
Maria Fidalgo

Others:

Kevin Knowles-Executive Director
Lt. Robert Harrison- NPD
Burgess Hank Kuczinski
Residents-1

Debra Miller-absent

- 2.) Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.
- 3.) Voted: Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Russell to accept the Minutes of the August 11, 2010 Regular Meeting.
- 4.) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Jackson to accept the Minutes of the August 19, 2010- Special Meeting.

Maintenance Supervisor's Report
09/08/2010 (For August)

Federal Complexes

George B. Lewis I – Osborn Road

There were 2 electrical issues, 2 plumbing issues and 1 appliance issue (AC).

There were no units leased up for August.

George B. Lewis II – Weid Drive

There were 2 electrical issues, 4 plumbing issues and 1 miscellaneous issue.

There was one unit (11-F) leased up for August and two units (1-F and 12-E) were cleaned and painted.

State complexes

Lewis Circle: MR

There was 1 electrical issue, 5 plumbing issues, 2 paint/door issues and 4 appliance (A/C) issues.

There were no units leased up for August, 2 units (33 & 52) were cleaned and painted and the ceiling at units 23, 35, 35 and 62 were also painted.

Unit 14, the tub drains were repaired

Robert E. Hutt – Congregate

There were 6 electrical issues, 1 plumbing issues, 1 appliance (AC) issue and 6 miscellaneous issues.

There were no units leased up for August.

The unit's entrance doors are warped, the retention pond was dug out, piped and filled in and the banks should be cut down, quote from Jim O'Brien for \$800.00.

Oak Terrace

There were 7 electrical issues, 2 plumbing issues, 5 paint/door issues, 10 heat/window issues 15 appliance issues (AC) and 22 miscellaneous issues. One unit (20-E) was leased up for August.

General issues at OT, one unit (19-A) was cleaned and painted, A/C filters and remotes are needed, drainage around Blg's 17-18-21 22 are also needed, wallway's trench behind Blg's 10 thru 17 should be piped and filled with stone, windows in Blg's 30 thru 37 are not primed and insulated, eleven pole lights were ordered, Blg's 19-30 kitchen window sashes do not locked and the quote for the quad and plow for snow removal is \$3,975.00.

Executive Director's Report
August
September 8, 2010

All draw downs for both capital and operating funds have been completed for the month of July for our federal (HUD) complexes. Our Core Activity and Ramps have been completed.

The Federalization of our MR: Lewis Circle is moving along. The Energy Efficient Window replacement project is near completion, the new front door replacement has begun. The Back Door replacement will follow.

The New Kitchen Project for Lewis Circle is scheduled to begin in November.

I have been in contact with Lt. Harrison our liaison from the Naugatuck Police Department on issues related to our complexes. We speak weekly. I have had discussions with Commissioner Jackson and Lt. Harrison regarding George B. Lewis I & II neighborhood watch meetings.

The contracts were signed regarding the Siding Project at Robert E. Hutt-Congregate; work will begin at the end of this month. Rocky's Home Improvement has agreed to wash the outside of the windows, as they leave a section of work.

I have a meeting with a contractor regarding the drainage issues at Oak Terrace- Units 17,18, 21 and 22 and the installation of a handicap ramp. Also, there is the need to patch some potholes in the roadway and parking lot. We will also look at the Pathway(s) to the trash barrels at George B. Lewis I.

The Energy Efficient Lighting at Oak Terrace has begun.

The new mailboxes for George B. Lewis I, have been ordered. They will be available in October.

The Naugatuck Fire Department has asked permission to install a piece of communication equipment at Robert E. Hutt- Congregate. Deputy Chief called and asked to address the Board, unfortunately he is being sworn in as Acting Fire Chief tonight.

I'm waiting to meet with a contractor regarding the bank/hillside at Robert E. Hutt and the tree removal at George B. Lewis I.

I meet with Bob Williams from MacGray our vendor for our washers and dryers. He has come up with a plan to add a dryer and ADA front load washer at Robert E. Hutt. The machines will be all digital faces and they will have a digital clock to tell what cycle the washer or dryer is in.

5.) Public Comment:

Lt. Robert Harrison of the Naugatuck Police Department reported that there were no reports of a crime at Oak Terrace, for the month of August.

Tenant Commissioner Elaine Russell presented the following Public Comments:

Congratulations to our Commissioner Maria Fidalgo, the Portuguese Mayor of the Day. Several people from the NHA and the Board attended, and went to the Portuguese Club after the ceremony for brunch. Commissioner said "Maria, we are so proud of you "

George B. Lewis I & George B. Lewis II had picnics in August, and several commissioners and our Burgess Liaisons attended. Good times and great food, were had by all that attended. Thanks to George B. Lewis II for the "Commissioners Table".

Commissioner Russell stated she contacted our Resident Services Coordinator Noreen Wilcox and starting in October they will make extra copies of the George B. Lewis I & II monthly bulletin for the Commissioners – I will bring them to our Board Meetings.

George B. Lewis I Unit- 5R has a new stove, the apartment above her flooded her unit, 5 years ago and is very happy with her new stove.

George B. Lewis I Unit -4M burned toast – smoke alarm went off –she was told, She called Naugatuck Fire Department (NFD) who came up and turned off the alarm after making sure there was no danger. I live across from that apt, and did not hear or see the alarm. Commissioner Russell asked that notices be sent to all the residents of Osborn Rd George B. Lewis I informing them that they are their neighbor's keeper and if they see/hear an alarm, they must call the NFD or Naugatuck Police Department. Dangerous situation at night there is no one out after dark and no traffic drives in there is no one to see or hear the alarms at night.

Commissioner Russell asked when the mailboxes would be coming in for GBL I. Executive Director Kevin Knowles told the commission that the mailboxes are on backorder and we expect them the first week of October.

Commissioner Russell asked when the tree would be coming down in front of 5T at GBL I. Executive Director Kevin Knowles told the commission that he is waiting to hear back from the contractor to confirm a date.

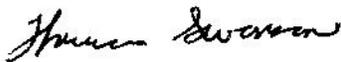
Commissioner Russell asked when a Neighborhood Watch meeting would be scheduled for George B. Lewis I and II. Executive Director Kevin Knowles told Commissioner Russell that he has had conversations with both Commissioner Jackson and Lt. Harrison concerning the meeting. Executive Director Kevin Knowles told the Commission that he would make arrangements with Lt. Harrison and Commissioner Jackson, to set up a date and time for the meeting. Commissioner Russell said she would like to be part of the meeting.

Commissioner Jackson suggested that there be two meetings for George B. Lewis I & George B. Lewis II on the same day, one meeting following the other.

Commissioner Russell asked about the disposition of the dumpsters at George B. Lewis I. Executive Director Kevin Knowles explained that maintenance is trying to clean up the corners where the dumpsters will go and he will be in contact with the Public Works Department, recruiting their help with the project.

- 6.) Voted: Unanimously on a motion on a motion made by Commissioner Jackson and seconded by Commissioner Russell to adjourn the meeting at 5:32 pm.

Respectfully Submitted,



Theresa Swanson, Chairperson



Kevin Knowles, Secretary and Executive Director