

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

- 1) **Commissioner Swanson called the Regular Meeting of the Naugatuck Housing Authority to Order at 5:05 pm. Said meeting was held at the Robert E. Hutt-Meeting Room/ Dining Hall. 488 Millville Ave.**
- 2) **The following were in attendance:**

Commissioners:

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

Others:

**Kevin Knowles-Executive Director
Deputy Mayor Tamath Rossi
Burgess Hank Kuczinski
Residents-1**

- 3) **Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.**
- 4) **Voted: Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Russell to accept the Minutes of the November 10, 2010 Regular Meeting.**
- 5) **Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to add to the Agenda the election of Officers for the Board of Commissioners of the Naugatuck Housing Authority, for the year 2010 term of offices.**
- 6) **Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Russell to add Executive Session to the Agenda dealing with personnel.**

***Maintenance Supervisor's Report
12/08/2010 (for November)***

Federal Complexes

George B. Lewis I – Osborn Road

There were 3 electrical issues, 2 plumbing issues, 1 paint/door issue, 2 heat/window issues, 1 appliance (AC) issue and 1 miscellaneous issue.

There were no units leased up for November.

George B. Lewis II – Weid Drive

There were 4 electrical issues, 3 plumbing issues, 3 pain/door issues, 1 heat/window issue, 6 appliance (AC) issues and 5 miscellaneous issues.

There were no units leased up for November.

State complexes

Lewis Circle: MR

There were 1 electrical issue, 2 plumbing issues, 2 heat-window issues and 1 miscellaneous issue.

There were no units leased up for November.

Robert E. Hutt – Congregate

There were 3 electrical issues 6 plumbing issues and 1 paint/door issue.

There were no units leased up for November.

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Oak Terrace:

There were 4 electrical issues, 9 plumbing issues, 12 paint/door issues, and 10 heat/window issues, 4 appliance issues (AC) and 9 miscellaneous issues.

There were no units leased up for November.

General issues: Congregate generator has a problem, being worked on and the retention pond should be cleaned out (sand) all windows were repaired inside and outside and the leaves were picked up by maintenance, both at OT. The OT community room laundry machines (4) were vandalized and destroyed, 3 doors were trashed twice in one week. Also at OT, CL&P has a work order to install a 400 watt flood light to shine on the community room's building entrance. My 1995 maintenance vehicle was hit and damaged. Leo's Lock will change all the community room's exterior door locks and our OT office door was broke into again last night the following units were cleaned and painted (OT 34-A & 35-D, Cong. 2-B and GBL 4-J

**Executive Director's Report
November Report
December 8 2010**

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of November for our Federal (HUD) complexes.

Reports have been submitted for ARRA Stimulus funds for new door(s) installation at MR: Lewis Circle.

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

Lt. Harrison will not be able to join us tonight; his Father is undergoing surgery today.

The machines in Laundry room at Oak Terrace /Community / Maintenance Building were vandalized and the washing/dryers machines were broken into. The Naugatuck Police Department was called twice to investigate.

I have met with a representative from the Sarracco Company – Security Lighting and Camera Division to obtain an estimate concerning the Building. I'm seeking estimates from other Security Camera Companies.

Lewis Circle-MR: The new Front/Back and storm door replacement project will be completed by the end of December.

There was an Architect/Contractors Meeting that was held concerning the new Kitchen Project at MR: Lewis Circle. The kitchen counter top material has not come in yet, so it was decided to wait until after the Holidays to start the project.

I'm in contact with New Opportunities Inc. to research the possibility of C L & P installing energy efficient lighting as was done for Oak Terrace. I'm investigating whether any other of our Complex's might qualify for their program.

The pathways to the trashcans were installed a George B. Lewis I.

As a response to Detective Jay Pugliese's Security Review of Lighting at George B. Lewis I & II, I will be meeting with electrical contractors to obtain estimates for potential lighting upgrades. Detective Pugliese and I will do the same review for Oak Terrace and Robert E. Hutt.

I worked with our Fee Accountant John S. Sullivan for the preparation of George B. Lewis I & II, Lewis Circle, Section 8 and Oak Terrace- Management Plans/Budgets.

- 7) Public Comment: Patricia Stoddard 1A-Robert E. Hutt She thanked Executive Director Knowles, Maintenance Director and Mark Douty for changing her broken light. She went on to say how wonderful the new siding and shingles look, at Robert E. Hutt- Congregate.**
- 8) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to accept the Management Plan/Budget for George B. I and II for Fiscal year ending 12-31-11.**
- 9) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to accept the Management Plan/Budget for Oak Terrace-E-12-30-71-96-143, Management Plan/Budget for Fiscal Year 12-31-11.**
- 10) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to accept the Management Plan/Budget for, Section 8 Management Plan/Budget for Fiscal Year 12-31-11.**
- 11) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to accept the Management Plan/Budget for MR-61 Lewis Circle(3 months, Quarter Ending 1-1-11 to 3-31-11) MR-61 Lewis Circle, 47-3 (Amp 2) 4-1-11 to 12-31-11).**
- 12) Election of New Officers for the year 2011, term of office.**
- 13) Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Jackson, to nominate Commissioner Swanson as Chairperson.**
- 14) Voted: Unanimously on a motion made by Commissioner Swanson and seconded by Commissioner Miller, to nominate Commissioner Jackson as Vice-Chairperson.**

- 15) **Voted:** Unanimously on a motion made by Commissioner Miller and seconded by Commissioner Russell, to nominate Commissioner Fidalgo to the office of Treasurer.
- 16) **Voted:** Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Russell to recess to Executive Session at 5:50 pm. regarding Personnel.

Voted: Unanimously on a motion made by Commissioner Jackson and seconded by Commissioner Miller to come out of Executive Session at 6:05 pm.

Chairperson Swanson called the meeting back to order at 6:05 pm. There were no items emanating from Executive Session.

- 17) **Voted:** Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Russell to adjourn the meeting at 6:06 pm.

Respectfully submitted:



Theresa Swanson, Chairperson



Kevin G. Knowles
Secretary, Executive Director