

**Naugatuck Housing Authority  
Regular Meeting of the Board of Commissioners- Minutes  
October 13, 2010**

1.) Commissioner Swanson called the Regular Meeting of the Naugatuck Housing Authority to Order at 5:01 pm. Said meeting was held at the Oak Terrace meeting room, 53 Conrad Street, Naugatuck Ct

2.)

The following were in attendance:

Commissioners:

Theresa Swanson  
Maria Fidalgo  
Elaine Russell  
Debra Miller

Others:

Kevin Knowles-Executive Director  
Sam Behuniak - Maintenance Supervisor  
Burgess Hank Kuczewski  
Lt. Robert Harrison-NPD  
Joe D'Averso-Beacon Brook  
Bob Williams-MacGray  
Residents 5

Absent: Laurie Jackson

Note: Commissioner Jackson called at the start of the meeting; she reported that she was running late, due to a family issue. Commissioner Jackson later contacted Executive Director Knowles to say she could come to the meeting if she was needed. The Commissioners told her that their business was almost concluded and that they didn't want her to put herself in danger by rushing to the meeting.

- 3.) Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.
- 4.) Voted; Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Russell to accept the minutes of the regular meeting of September 8, 2010.

- 5.) **Voted:** Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Miller to add to the agenda Executive Session regarding Personnel.
- 6.) **Voted:** Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Russell to add to the agenda the acceptance of the (HUD) 5 Year Capital Plan.
- 7.) **Voted:** Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Russell to accept the (HUD) 5 Year Capital Plan, as presented at the Public Hearing of 10-13-10.
- 8.) Chairperson Swanson, with the consent of the Board allowed Burgess Hank Kuczenski- Liaison to the Board and Robert Williams from MacGray Company, to speak early do to schedule time conflicts.

Burgess Kuczenski thanked the Board for their courtesy and reported that he had work with the Naugatuck Zoning Enforcement Officer to move the School Bus that is in the junkyard area, near the entrance to George B. Lewis II, Weid Drive Complex. The Board thanked him for his efforts.

Mr. Robert Williams, a representative from the MacGray Company, which provides the washer and dryers for all the NHA complexes, was there to answer questions on a new upgrade proposal that was given to the Board.

The proposal was to install new digital machines throughout the complexes, the plan also, provided for putting in stackable washers and dryers to deal with demand.

Mr. Williams explained that the new units would be both energy and water efficient.

9.) *Maintenance Supervisor's Report*  
*10/13/2010 (For September)*

### Federal Complexes

#### George B. Lewis I – Osborn Road

There were 4 electrical issues and 3 miscellaneous issues.

There were no units leased up for September.

#### George B. Lewis II – Weid Drive

There were 7 electrical issues, 5 plumbing issues, 2 paint/door issues, 2 heat-window issues, 1 appliance (AC) issue and 2 miscellaneous issues.

There were two units (9H & 12E) leased up for September.

### State complexes

#### Lewis Circle, MR

There were 2 electrical issues, 1 plumbing issue, 2 paint/door issues, 1 heat-window issue and 5 miscellaneous issues.

There was one unit (33) leased up for September.

#### Robert E. Hunt – Congress

There were 3 electrical issues, 4 plumbing issues, 1 paint/door issue, 1 heat-window issue and 2 miscellaneous issues.

There were no units leased up for September.

## **Oak Terrace**

There were 13 electrical issues, 17 plumbing issues, 15 paint/door issues, 7 heat/window issues, 17 appliance issues (AC) and 23 miscellaneous issues. Three units (10-A, 12-A & 19) were leased up for September.

(3)

General issues: All drainage work was completed; several areas still need to be worked on by Kevin Lawlor (OT). Quotes for one quad and snowplow requested \$3,975.00. Windows in Bldg's 30-37 need prime and paint and at Bldg's 19-30 the window sashes are not right and the kitchen windows not working (OT). At OT and the Congregate, all roads were swept by the Borough's Public Works Dept. GBL-1 Bldg's 3&4 exterior back yards lights quote for \$1,592.00. All OT all interior lights were replaced, took three weeks with Tom Burns help. Grass was cut at OT, GBL I & II and the Congregate. Units that were cleaned and painted (OT 19-D, LC 52 and GBL-II 9H). The Congregates retention pond should be dug out and repiped.

10.)

### **Executive Director's Report September Report October 13, 2010**

**All draw downs for both capital and operating funds have been completed for the month of September for our federal (HUD) complexes.**

**The Siding/ Shingle Project at Robert E. Hutt is in progress. The Contractor has agreed to wash the outside windows as the crew leaves the work area.**

**A contractor was called in to examine the Residents front doors at Robert E. Hutt- Congregate. Several doors are warped. A contractor will be at Oak Terrace the week of October 18<sup>th</sup> to deal with the outstanding issues regarding the installation of new windows.**

An asphalt ramp was installed in front of building 28 at Oak Terrace to help with mobility issues for residents who use Wheelchairs. There was also an asphalt patch put in, at the entrance to the Parking area in-between Buildings 36 and 37.

Potholes were filled throughout the Oak Terrace roadways and parking lots.

The drainage issues at Buildings 17 and 18 were fixed.

The falling gutters at Building 19 were fixed; the gutter was pulling away from the building. The same problem is happening at Building 23.

The installation of the New Energy efficient lighting at Oak Terrace is completed. The contractor and CL&P have to do a final inspection.

The Tree in front of Building 5T at George B. Lewis I has been removed.

George B. Lewis II- two photosensitive lights were installed behind Building 8.

Prices are being gathered to do some similar lighting at George B. Lewis I.

Detective Jay Pugliese will perform a Security Review at the two GBL'S and I will ask him to do the same at Robert E. Hutt and Oak Terrace.

The kitchen cabinets have been ordered for Lewis Circle.

The window project at Lewis Circle is complete and the new front and back sample doors have been installed.

#### 11.) Public comment:

Lt. Robert Harrison- Liaison from the Naugatuck Police reported that there were no outstanding issues at the Complexes over the last month and that Oak Terrace had remained as quite as last months report. Lieutenant Harrison went on to comment that he thought that both

Neighborhood Watch meetings were well attended and were both successful.

Theresa Gulstj; 7b Oak Terrace

Theresa stated that she was concerned with damage that was being done to cars parked in front of the Oak Terrace Community Room. She wondered if a camera could be installed to help prevent any potential acts of vandalism. Executive Director Kevin Knowles stated that he was exploring the potential installation of Security Cameras at Oak Terrace and examining there use and cost.

Tenant Commissioner Elaine Russell: Report

1. The tree by GBL I Apt. 5-T, which had roots growing under the nearby sidewalk, was taken down 9/22.

2. As I had requested at last month's meeting, Exec. Dir. Knowles sent out flyers to GBL I residents, concerning the medical and fire alarms. (Copy attached.)

3. On 10/7 Neighborhood Watch meetings were held at both GBL GBL II, attended by Commissioners Jackson and Russell, Exec and I. Dir. Knowles, Burgess Liaison Rossi and NPD's Lt. Harrison and Det. Pugliese. Both meetings had good resident attendance, app. 15-20 at each site. Commissioner Russell was appointed Capt. of the GBL I Watch. Discussed were issues concerning lighting, additional police patrols and maps for new officers, resident action to medical and fire alarms, and safety issues in general. Det. Pugliese will make safety & security surveys of both complexes. Lt. Harrison explained that these Neighborhood Watches will not be the kind of watch where residents are out walking the streets, but rather will be of the type where residents will be more aware of their surroundings and report anything suspicious to 911. Both complexes plan to meet again in two months.

4. At the GBL II Neighborhood Watch meeting, resident Juann Aquavia of 11-G Weid Drive asked Commissioners Russell and Jackson about the possible re-naming of GBLII; her suggestion was "Weid Meadows".

5. The new mailboxes for GBL I which were expected the first week of October, have not yet arrived.

Executive Director Knowles told the mailboxes are on back order and that they should be in soon,

12.) Joe D'Averso , representing Beacon Brook Health Center, 89 Weid Drive, put a request forward to the Board. He explained to the Board that Beacon Brook was planning a lighting project, to light up their sign and American Flag. He asked the Commissioners if it would be possible for them to install new light fixtures on an NHA utility pole and that Beacon Brook would reimburse the NHA for costs.

Executive Director Knowles told Mr. D'Averso that he would have to contact HUD regarding his request.

13.) Steve Ball from D'Amelia Associates reported that upgrades at the MR: Lewis Circle were moving forward and that no action from the Board was needed at this time.

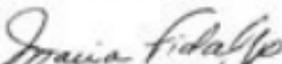
14.) Voted: Unanimously on a motion by Commissioner Fidalgo and seconded by Commissioner Russell to enter into Executive Session at 6:05 p.m.

Chairperson Swanson called the meeting back to order at 6:18 p.m.

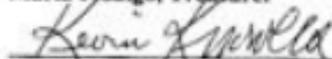
No issues emanated from Executive Session.

15.) Voted: Unanimously on a motion by Commissioner Miller and seconded by Commissioner Fidalgo to adjourn the meeting at 6:18 p.m.

Respectfully submitted:



Maria Fidalgo, Treasurer



Kevin Knowles, Secretary  
Executive Director