

**Naugatuck Housing Authority
Regular Meeting of the Board of Commissioners- Minutes
July 14, 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 George B. Lewis I, Community Room.**

The following were in attendance:

Commissioners:

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

Others:

**Kevin Knowles-Executive Director
Sam Behuniak- Maintenance Supervisor
Lt. Robert Harrison- Naugatuck PD
Residents- 10**

Absent: Commissioner Maria Fidalgo

- 2.) **Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.**
- 3.) **Voted: Unanimously on a motion by Commissioner Jackson and seconded by Commissioner Russell to add two items to the agenda: Executive Session regarding contracts and second an item regarding the placement of dumpsters at George B. Lewis I & II.**
- 4.) **Voted: Unanimously on a motion on a motion made by Commissioner Russell and seconded by Commissioner Jackson to add to the Agenda discussion and possible action regarding the moving and placement of dumpsters at George B. Lewis I & II.**
- 5.) **Voted: Unanimously on a motion on a motion made by Commissioner Russell and seconded by Commissioner Miller to add to the Agenda discussion and possible action regarding Contracts.**
- 6.) **Voted: Unanimously on a motion on a motion made by Commissioner Jackson and seconded by Commissioner Russell to approve the Minutes of the June 9, 2010 Regular Meeting.**

7.) Voted: Unanimously on a motion on a motion made by Commissioner Russell and seconded by Commissioner Jackson to approve the Minutes of the Special Meeting of June 28, 2010.

***Maintenance Supervisor's Report
07/13/2010 (For June)***

Federal Complexes

George B. Lewis I – Osborn Road

There were 3 electrical issues, 1 plumbing issue, 1 paint-door issue, 1 appliance (A/C) issue and 1 miscellaneous issue.

There were no units leased up for June.

George B. Lewis II – Weid Drive

There were 7 electrical issues, 5 plumbing issues, 1 paint-door issue and 6 miscellaneous issues.

There were no units leased up for June.

State complexes

Lewis Circle: MR

There were 2 plumbing issues and 6 paint/door issues.

There was one unit leased up for June (57)

5 Units were painted (23, 33, 40, 44 and 57)

Robert E. Hutt – Congregate

There were 6 electrical issues, 2 plumbing issues, 5 paint-door issues and 3 miscellaneous issues.

There were no units leased up for June.

Bob and Sam power washed patio and furniture, unit entrance door is warped and Simplex & Grinnell repaired 3-inch water pipe that was leaking.

Oak Terrace

There were 15 electrical issues, 16 plumbing issues, 3 paint/door issues, 5 heat/window issues and 16 appliance issues and 25 miscellaneous issues. Three units (10-A, 14-C and 29-A) were cleaned, painted, counter tops and tile floors installed, vinyl in bathrooms and six units were leased up for June (3-B, 3-D, 8-A, 8-C, 14-C and 15-E)

General issues, grass was cut area cleared at OT and Congregate for the 4th of July, Schmidt & Serafine repaired our tractor, drainage needed to be repaired around walkways at buildings 17, 18, 21 and 22 and the sewer line clogged at the OT complex three (3) times this month.

**Executive Director's
June Report
July 14, 2010**

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

MR: Lewis Circle- I'm working with Connecticut Housing & Finance Authority, as part of the federalization process, to get a waiver for the

Housing Authorities past loans from CHFA. This would mean that we could reutilize around \$15,000 in budgeted dollars for further upgrades at the Lewis Circle Complex.

The installation of the new Energy Efficient windows should commence in the month of August at Lewis Circle.

The Door upgrades at Lewis Circle are scheduled for the middle of September and the Kitchen renovations bids are in and that project is planned for the first part of October.

OT: Oak Terrace- Is in the ongoing process of installing Energy/Efficient Cost Saving Devices, I have met with staff from CL& P and New Opportunities, Inc. to finalize plans for the retro fitting and installation of new lighting in the Community Room, Maintenance Garages, Laundry Rooms and all 194 Units at the Oak Terrace Complex.

The project as currently proposed:

- **155 Under the Kitchen Cabinet light strips**
- **15 Retro Fit for Community Room's 4x2' ceiling lights**
- **20 4'x2' lamps for Community Room hallway, offices, garages, storage areas and laundry rooms.**
- **197 23'' Bathroom strip lights**
- **194 DC-16 32 Watt lamps for living room**

Robert E. Hutt-Congregate- the bids are in for the siding project and we expect a late September start date.

George B. Lewis II- The installation of the new back porch Decks and Railings is nearly complete and the work on the front porch railings and Posts has begun. The contractor has found posts that the wood is rotted and we are making arrangements to repair the posts with maintenance free materials.

George B. Lewis I- The Roofing, Siding and Railing/Decking are near completion; there are still items to be worked out with units that have back decks.

The NHA will be purchasing new mailboxes for GBL I residents or installing ones that tenants have bought for themselves.

8.) Public Comment:

Lt. Robert Harrison- Naugatuck Police Department, reported that calls are down for the Housing Authority, especially Oak Terrace.

Residents Veronica Murteza- 4H, Dorothyann Phillips and Vickie Rodriguez told Lt. Harrison that they have noticed suspicious traffic pulling in then leaving the George B. Lewis I, complex. He said he would take action on the matter.

Doris Ardry- 1A: asked about attaching the American Flag to her unit. Executive Director Knowles told her we would have to check in on HUD regulations and get back to her.

Veronica Murteza 4H- Residents that have cats should be responsible for them and make sure they (cats) don't cause problems for other tenants.

Vickie Rodriguez 2C- Told all gathered that good tenants take care of their pets.

Margaret Lubinski 4B- Asked if the trash cans could be washed. Executive Director Knowles told her that Jim Gallagher has begun that process.

Eleanor Furtado 4F- Asked about the pathways to the trash cans, she wondered when new ones could be put in. Executive Director Knowles explained that he was waiting for the Roofing/Siding/Railing project to be completed, that we couldn't have multiple projects going on at once. He said that it would be done in the early part of August.

Rosemary Aguavia- asked if a parking sign could be installed for her parking space, Maintenance Supervisor Behuniak said he would take care of that issue.

Dorothyann Phillips- talked about that raccoons are getting into trash barrels and asked was there anything that could be done to the lids of the barrels, to prevent them from getting into the trash containers? Executive Director Knowles told Mrs. Phillips that the Housing Authority was looking for a new hook/lock, to stop the animals from getting access to the barrels.

Edna Talmadge- 32A Oak Terrace- she thanked the Housing Authority for having the Washing Room near her unit at Oak Terrace cleaned, she said it was a great job. She also had an issue with a neighbor who is a pet owner, but wanted to talk with Director Knowles regarding the matter, after the meeting.

Tenant Commissioner Elaine Russell-5B- asked about adding discussion/ possible action regarding the Dumpster situation at George B. Lewis I & II. It was added to the Agenda.

- 9.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Jackson to move the Dumpsters from near Building One at GBL I, to next to the Maintenance Garage at GBL I and to move a Dumpster to an area at GBL II.
- 10.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Jackson to approve the bid for the Kitchen Project at Lewis Circle: MR, the low bidder: Stanley Construction- 6 White Deer Lane, Seymour Ct 06483. In the amount of \$154,900. Provided the Naugatuck Housing Authority validates all proper documentation.
- 11.) **Voted:** Unanimously on a motion made by Commissioner Miller and seconded by Commissioner Russell to approve the bid for the Siding/Roofing Project at Robert E, Hutt- Congregate. The low bidder is Rocky's Home Improvement-706 West Redding Road, Redding Ct 06896. In the amount of \$87,650. Provided the Naugatuck Housing Authority validates all proper documentation.
- 12.) **Voted:** Unanimously on a motion made by Commissioner Miller and seconded by Commissioner Russell to recess to Executive Session at 6:15 PM.

Chairperson Swanson called the meeting back to order at 6:15 pm. No discussion or action was taken.

14.) **Voted: Unanimously on a motion ~~on a motion~~ made by Commissioner Miller and seconded by Commissioner Russell to adjourn the meeting at 6:16 pm.**

Theresa Swanson

Theresa Swanson, Chairperson

Kevin G. Knowles

Kevin G. Knowles, Executive Director/Secretary