

**Naugatuck Housing Authority
Regular Meeting of the Board of Commissioners- Minutes
August 11, 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 Robert E. Hutt: Congregate-Meeting Room/ Dining Hall. 480 Millville Ave.**

The following were in attendance:

Commissioners:

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

Others:

**Kevin Knowles-Executive Director
Sam Behuniak- Maintenance Supervisor
Burgess Hank Kuczinski
Residents-5**

- 2.) **Commissioner Swanson led the meeting in the Pledge of Allegiance to the Flag.**
- 3.) **Voted: Unanimously on a motion on a motion made by Commissioner Jackson and seconded by Commissioner Miller to accept the Minutes of the July 14, 2010 Regular Meeting.**

***Maintenance Supervisor's Report
08/11/2010(For July)***

Federal Complexes

George B. Lewis I – Osborn Road

There were 6 electrical issues, 4 plumbing issues, 1 paint/door issue, 4 appliance (A/C) issues and 4 miscellaneous issues.

There were no units leased up for July.

George B. Lewis II – Weid Drive

There were 3 electrical issues, 3 plumbing issues, 1 pain/door issue heat issue and 1 appliance issue (AC) issue.

There was one unit (11G) leased up for July.

State complexes

Lewis Circle: MR

There were 2 electrical issues, 3 plumbing issues, 2 paint/door issues and 1 appliance (A/C) issue.

There were no units leased up July and Apt-33 was cleaned painted

Robert E. Hutt – Congregate

There were 8 electrical issues, 2 plumbing issues and 1 appliance (AC) issue.

There were no units leased up for July.

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Oak Terrace

There were 14 electrical issues, 17 plumbing issues, 6 paint/door issues, 7 heat/window issues 22 appliance issues (AC) and 4 miscellaneous issues. Two units (14-C and 29-A,) were leased up for July.

General issues, Units cleaned and painted with counter tops (OT 19-A, 12-A and GB-I I-F), grass was cut at OT and both GBLs, all bushes were cut and cleaned up at OT, HVAC filters and remotes need to be cleaned and drainage is needed around Buildings 17,18, 21 and 22, both at OT. The trench behind Bld's10 thru 17 should have pipe and stone coverage. Eight pole lanterns were installed and eleven more to finish at Oak Terrace. Kathy Niski would like a asphalt ramp so she and other wheel chair tenants could get on the sidewalks At the Hutt Complex the unit entrance door is warped Several tub drains and kitchen ceiling were repaired at the Lewis Circle housing complex. One refrigerator was replaced at unit 5-I, Osborn Road. Banks behind Congregate between parking lot and Millville Ave. should be cut down of poison ivy (Jim O'Brien quote \$800.00) At the GBL 5-T, two quotes for tree removal \$175.00 and \$175.00-\$200.00. Congregate entrance retention pond needs to be dug out because two storm sewer pipes in each corner are full of sand 3feet deep. At Lewis Circle, our workers are installing windows first, then AC units. OT gutters are falling off the fascia board because the board is rotten (Bldg 19-23.GBL#1 circulators were leaking and repaired (State Inspectors) Four feet light fixtures were delivered for the community room and all eighteen inch light fixtures were delivered for the baths and kitchens, both at OT. At the Congregate 20 feet of 2 .5 inches of copper water main leaking to be replaced (\$2100.00)

Executive Director's Report

July

August 11, 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, RAMPS and NEPA have been completed.

The Roofing, Siding and Railings Projects at George B. Lewis I and Railings at George B. Lewis II, are scheduled to visit the site in early August.

The Federalization of our MR: Lewis Circle is moving along, the Energy Efficient Window replacement project is in progress and the front and rear new door replacement(s) will begin in the middle of August.

I have been in contact with Lt. Bob Harrison our liaison from the Naugatuck Police Department on issues related to our complexes. We speak weekly.

Robert E. Hutt- Congregate, the siding project should begin in early September and I am trying to work with the contractor to wash the outside windows as they put siding around the windows.

I had a conversation with Bob Williams from Mac Gray regarding their proposal for upgrades at our complexes. Over the last couple of weeks our schedules conflicted and we will meet when he comes back from vacation.

I have been in contact with KTL Trucking regarding the drainage issues at Oak Terrace- Units 17,18, 21 and 22 installation of a handicap ramp for Kathy Niski at Oak Terrace, also Building 23 there is a gutter in need of repair as well as at George B. Lewis II-Unit 10.

I have had meetings and multiple conversations with Attorneys Pilicy, Cole, Kreager, Summa and Swift concerning matters related to issues within Executive Session.

4.) Public Comment:

Christopher Myers 14D- Oak Terrace- noted that people were parking in the Fire Lane at Oak Terrace in between Buildings 3 and 4. He believes it is the Aides that are parking illegally. Executive Director Knowles told Chris, that he should inform the Ida Street Office, to call Sam Behuniak at the maintenance office or call the Naugatuck Police Department.

Evelyn Racine- 3G- Robert E. Hutt – Congregate Evelyn said her concerns were addressed in the Executive Director's Report. She said she was glad the hillside in front of the building was going to be landscaped and that old bushes are to be removed. She went on to inform Maintenance that there is a problem with Hornets near her unit window. Sam Behuniak- Maintenance Supervisor said he would look into the situation.

Loretta Schebell Unit 2A- Robert E. Hutt – Congregate: Said she had a problem with the wax from when the Cleaning Company did the hallways. Loretta said the stripping/waxing process had caused a problem with inside the front doorway of her unit. Sam Behuniak- Maintenance Supervisor told her he would call the company to address her issue. Loretta also asked about the sand in the parking lot and wondered if it could (parking lot) be swept. Executive Director Knowles told her he would contact the Town of Naugatuck's Street department, to ask for there help.

Patricia Stoddard: UNIT1I- Robert E. Hutt – Congregate: Asked if the front sidewalk could be looked at, she pointed out that there is a crack in it that is a potential problem. Executive Director Knowles told her he would look into the matter. She told Maintenance Supervisor- Sam Behuniak that she had kitchen light that was out and there was a spot in her bathroom were the paint was peeling. Maintenance Supervisor-Sam Behuniak said he would look into her concerns.

Elaine Russell-Tenant Commissioner: Osborn Rd. resident: Commissioner Russell shared with all gathered that she received a nice note from U.S. Representative Rosa DeLauro concerning the Congresswoman's recent visit to George B. Lewis I, as she inspected the kitchen, siding, roofing and railing upgrades.

Elaine passed along the thanks from the residents at Building One- George B. Lewis I for moving the dumpsters. She thanked maintenance for removing the dead bush in-between Units 5b and 5c at George B. Lewis I. Tenants were pleased that the Street Lamp was fixed near Building 4-George B. Lewis I, it lights the area were unknown car traffic has been noticed. Commissioner Russell asked about the status of the new mailboxes and Unit identification letters & numbers at George B. Lewis I. Executive Director Knowles said that those two items are being worked on.

Commissioner Russell reminded all, that the George B. Lewis I- Picnic will take place on Saturday, August 14, 2010 at 12:30 p.m. At the George B. Lewis I, Community Room. The George B. Lewis II-Picnic

will take place Tuesday, August 24, 2010 at The George B. Lewis II-Community Room.

Chairperson Swanson recessed the meeting at 5:55 p.m.

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 7:08 p.m.

Voted: Unanimously on a motion by Commissioner Miller and seconded by Commissioner Jackson to pay Anchor Electric, Inc. the sum of \$26,000, to settle the contract with Anchor Electric and the Naugatuck Housing Authority.

No other issues emanated from Executive Session.

Voted: Unanimously on a motion by Commissioner Jackson and seconded by Commissioner Miller to adjourn the meeting at 7:07 p.m.

Respectfully submitted:



Theresa Swanson, Chairperson



**Kevin Knowles, Secretary
Executive Director**