

**Naugatuck Housing Authority
Regular Meeting of the Board of Commissioners Minutes
October 7, 2009**

- 1.) The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:01 p.m. by Commissioner Theresa Swanson. Said meeting was held in the Community Room at Oak Terrace

The following were in attendance:

Commissioners:

Theresa Swanson
Laurie Jackson
Debra Miller
Maria Fidalgo

Kevin Knowles, Executive Director
Samuel Behuniak, Maintenance Supervisor
Deputy Mayor Tamath Rossi
Burgess Henry Kuczenski
Residents: Eight

- 2.) Commissioner Swanson led the in the Pledge of Allegiance to the Flag.
- 3.) **Voted:** Unanimously on a motion by Commissioner Jackson and seconded by Commissioner Fidalgo to approve the minutes of the September 9, 2009 Regular Meeting.
- 4.) **Voted:** Unanimously on a motion by Commissioner Maria Fidalgo and seconded by Commissioner Miller to approve the minutes of the Special meeting of September 15, 2009.
- 5.) The Maintenance Supervisor's Report was presented by Sam Beheuniak as follows:

Federal Complexes

George B. Lewis I- Osborn Road

There were 3 electrical issues, 5 plumbing issues, 3 paint/door issues, 1 heat/window issue, 1 appliance issue and 3 miscellaneous issues.

1 empty unit will be cleaned and painted

1 unit was leased for September (3-E)

George B. Lewis II – Weid Drive

There were 2 electrical issues, 4 plumbing issues, 4 paint/door issues, 2 heat/window issues, 1 appliance issue and 5 miscellaneous issues.

There were no units leased up for September.

State Complexes

Lewis Circle: MR

There were 2 electrical issues, 8 plumbing issues, 2 paint/door issues, 1 heat/window issue, 1 appliance issue and 4 miscellaneous issues.

There were no units leased for September

Repairs are being done at units.

Robert E. Hutt – Congregate

There were 2 plumbing issues, 10 electrical issues and 3 appliance issues.

1 unit was empty and will be cleaned and painted.

Two units were leased up for September (1C & 2L)

Oak Terrace

There were 12 plumbing issues, 15 electrical issues, 8 paint/door/locks issues, 5 heat/window issues, 7 appliance issues and 16 miscellaneous issues.

4 units were painted & cleaned (5D, 10B, 21D & 24C)

Drainage to be installed Buildings 17 & 18.

One unit was leased up for September (29A).

6.) The Executive Director's Report was presented by Kevin Knowles as follows:

The independent auditor, Walsh & Associates, PC of Concord Massachusetts has completed his audit for the period ending December 31, 2008. I have submitted the report to all required agencies. The audit contains no adjusting journal entries.

The Semi-Annual Labor Standards Enforcement Report for the period of April 1, 2009 through September 30, 2009, was submitted to the Office of Labor Relations at the U.S. Department of Housing and Urban Development.

I have been in contact with John S. Sullivan C.P.A. to finalize our state Management Plans (budgets); the plans will be completed by October 31, 2009.

Insurance policies have been updated and authorized these include Commercial Property, Commercial Liability which is through Housing Authority Insurance Group. And our Auto Policy is administered through the State of Connecticut- Department of Administrative Services and that has been renewed.

I have had communications with Kone Elevator to replace the current emergency phone located in the elevator at Robert E. Hutt- Congregate with a new ADA compliant emergency device. This will be a hands- free device that enables communication between persons inside the elevator cab and a monitoring company.

A sidewalk was installed at Osborn Road to address a mobility issue of a resident.

The Oak Terrace residents have been notified of an order from the Naugatuck Fire Marshal's Office, to make the road between Building 4 and Building 7, all one-way. Residents were informed to find parking spaces near the Community Room and in the parking lot located in-between Buildings 1 and 14. Maintenance Staff will be painting the appropriate lines and installing signs to conform to the Fire Marshal's directions.

All draw downs of HUD funds for both Capital and Operating dollars was preformed.

Reports have been submitted for ARRA Stimulus funds for George B. Lewis I & II.

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

Needs assessments were completed for all Federal Projects.

The materials for the kitchen project at George B. Lewis I- Osborn Road have been ordered and work will commence when they arrive.

Working with Steve Ball from D'Amelia & Associates to construct our 2010 Agency Plan, it will be ready for 10/7/09.

The window project at MR: Lewis Circle is waiting for the go ahead from the Department of Economic and Community Development.

The Roof, Railings and Deck projects at GBL I- are preceding on schedule. There is a good chance that the buildings may also have the funds for new siding.

The Railings and Deck project at GBL II are also on schedule.

I'm working with Fire Systems Incorporated to address issues concerning the Smoke and Heat detectors at Oak Terrace.

All the units at Oak Terrace were installed with a new battery operated Smoke Detector.

7.) Public Comment

Edna Talmadge 32A – Oak Terrace- she has an on going water problem, she said it's a dark muck that comes out of her faucets. The Naugatuck Housing Authority Maintenance Supervisor Sam Behuniak said he will call the Connecticut Water Company regarding flushing the lines. Edna was also concerned about the sidewalk of her neighbor in Unit 31A, Executive Director Kevin Knowles said he will look into the matter.

Theresa Guisti- 7B- Oak Terrace- Theresa Guisti asked about the possibility of the installation of security cameras, pointed towards the parking lot in front of the Community Center at Oak Terrace. Theresa explained that now with the direction from the Naugatuck Fire marshal's Office to create a Fire Zone Lane between building four and building seven, she is concerned with potential vandalism. Theresa stated that there have been problems in the near past and thought that security cameras would help to deter any potential acts.

Executive Director Kevin Knowles called upon Deputy Mayor Tamath Rossi, who had worked on a security camera project to ward off vandalism on the Town Green.

Mrs. Rossi explained that she had done a great deal of research on the issue, along with Naugatuck's Police Chief – Chris Edson. Deputy Mayor Rossi said she would be happy to share her research with Mr. Knowles and encouraged the Executive Director to contact the Chief, to call upon his experience in the realm of security cameras.

The Deputy Mayor invited those gathered to come to the Triad – Safety Fashion Show at the Portuguese Club, the following Friday. The staff from the Naugatuck Housing Authority will be participating.

Mark Hinman, Sr.-37C Oak Terrace

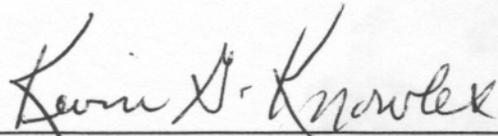
Mr. Hinman handed into the members of the Commission, a petition signed by Oak Terrace residents, asking that the gate that enters access to the stores at Marty's Corner, is opened. After some exchanges of ideas, the members of the Commission were leaning on opening the gate several days a week, between the hours of 8:00 a.m. and 2 p.m. The members said they would come to decision, in the very near future.

- 7.) Voted: Unanimously on a motion by Commissioner Miller and seconded by Commissioner Jackson, to approve and accept the Agency plan for the Authority's fiscal year for 2010, regarding our federal properties.
- 8.) The item regarding tenant transfers was tabled.
- 9.) Voted: Unanimously on a motion to adjourn the meeting at 6:01 p.m., made by Commissioner Jackson and seconded by Commissioner Miller.

Respectfully submitted:



Theresa Swanson, Chairperson



Kevin G. Knowles, Executive Director