

**Naugatuck Housing Authority  
Regular Meeting of the Board of Commissioners Minutes  
August 12, 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 Robert E. Hutt-Congregate Housing.

The following were in attendance:

**Commissioners:**

Theresa Swanson  
Laurie Jackson  
Debra Miller

Kevin Knowles, Executive Director  
Samuel Behuniak, Maintenance Director  
Attorney: Franklin Pilicy  
Lt. Robert Harrison - Naugatuck P.D.  
Deputy Mayor Tamath Rossi  
Burgess Henry Kuczenski  
Residents: Four

- 2.) Commissioner Theresa Swanson led in the Pledge of Allegiance to the Flag.
- 3.) Voted: Unanimously on a motion by Commissioner Jackson and seconded by Commissioner Miller to approve the July 8, 2009 Regular Meeting.
- 4.) The Executive Director's Administrative Report was presented by Kevin Knowles as follows:

**Federal Complexes**

**George B. Lewis I – Osborn Road**

There were 3 electrical issues, 1 plumbing issue, 1 appliance issue, and 6 miscellaneous issues.

3 empty units were cleaned and painted.

The refrigerator at Unit 3B was replaced.

Unit 5J was leased up for July.

**George B. Lewis II- Weid Drive**

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

2 empty units (8I & 8L) were cleaned and painted.

There were no units leased up for July.

### State Complexes

#### MR: Lewis Circle

There were 7 plumbing issues, 2 electrical issues, 2 paint/door issues, 1 heat/window issue and 4 miscellaneous issues.

Unit 21 was leased up for July.

7 Units- tub surrounds were completed.

#### Robert E. Hutt – Congregate

Brown Elevator was called in, the Elevator was stuck in between floors, the problem was rectified.

There were 3 plumbing issues, 8 electrical issues, 1 paint/ door issue and 3 miscellaneous issues.

Unit 1B, 1C, and 2I were cleaned and painted. The Units are in the process of being leased up in the month of August.

#### Oak Terrace

There were 10 plumbing issues, 11 electrical issues, 8 paint/door issues, 2 heat/window issues, 8 appliance and 18 miscellaneous issues.

3 Units were painted & cleaned (23A, 34F, 20D, 37F)

There were 4 Units leased up for July (8d, 17b, 20d & 37F)

#### General Information

The Grass is being cut in between the rain and thunder storms.

The new Chevrolet truck was received on 7/31/09

Bushes are being cut and trimmed.

Parking lot lines are in the process of being painted (George B. Lewis I and II are complete)

A CL&P representative came to Oak Terrace to review our lighting situation: CL&P is in the process of devising a plan that will help to illuminate a greater area of the complex.

**5.) Public Comment:**

Lt. Robert Harrison- Naugatuck Police Department told the Board that the calls at Oak Terrace are down and that the Naugatuck Police Department has applied for a grant that enable the NPD to keep a continued or higher profile at the Oak Terrace Complex.

On behalf of the Naugatuck Housing Authority, Executive Director Kevin Knowles thanked the Naugatuck Police Department for their continued support.

Gladys Ferland- 3L- Congregate- asked about the possibility of stacking of washers and dryers at Robert E. Hutt – Congregate. Maintenance Director Sam Behuniak stated he has called the washing machine company and is waiting for a return phone call.

Veronica Kutzscher-2G-Congregate requested that one way signs be removed; she stated that the trucks and cars are making a lot of noise., as they go past the back of the building. She went on to say that deer and other animals could be in danger of being hit by the redirected traffic. Sam Behuniak informed the Commissioners that he had requested the signs to deal with ice conditions in the winter months and wanted to see if redirecting the flow of traffic would create safer conditions for both the residents, visitors and the maintenance staff, trying to clear the driveway. Commissioner Swanson said the matter will be looked at.

Nellie Mason 3I-Congregate- She has a problem with the switch in her bathroom. Executive Director Kevin Knowles reminded her to call the maintenance office with theses types of issues. Sam Behuniak said it would be taken care of.

Mona Ginn-2F- Congregate-She was also concerned about the one way signs, her concern was that ambulances would have to go all the way around the building. She also stated that when a bus comes residents have to walk around the bus to get on board. The matter will be looked into.

**6.) Old Business- None**

**7.) New Business: Acceptance of Bid for Kitchen Renovations for George B. Lewis I, Housing Complex.**

**Voted : Unanimously on a motion by Commissioner Laurie Jackson and seconded by Commissioner Debra Miller to accept the bid in the amount of \$163,347 from Thompson Contractors, Inc, 83 Hemingway Ave , East Haven, Ct 06512.**

**8.) Voted: Unanimously on a motion by Commissioner Miller and seconded by Commissioner Jackson to recess to Executive Session at 5:30 p.m.**

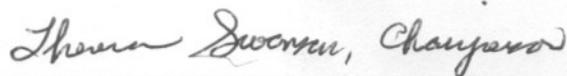
**Voted: Unanimously on a motion by Commissioner Jackson and seconded by Commissioner Miller to call the regular meeting back to order at 7:02 p.m.**

**9.)Voted: Unanimously on a motion by Commissioner Debra Miller and seconded by Commissioner Laurie Jackson to award the Maintenance, Cleaning contract at Robert E. Hutt – Congregate, to All American Office Cleaning LLC. 242 Madison Street, Waterbury Ct 06706 in the amount of \$16,308 or \$1,359 monthly. The contract will be signed after the review of Attorney Franklin Pilicy.**

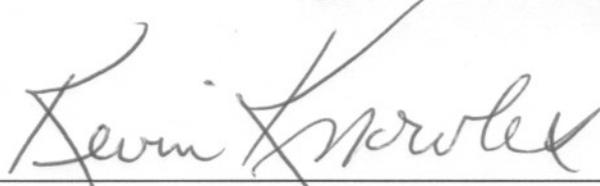
**10.) Voted: Unanimously on a motion by Commissioner Laurie Jackson and seconded by Commissioner Debra Miller to award the Security Contract at Robert E. Hutt to Securamerica, 107 Court Street, New Haven Ct , 06510 in the amount of \$108,848.00, after the review of the contract by Attorney Franklin Pilicy.**

**11.) Voted: Unanimously on a motion by Commissioner Miller and seconded by Commissioner Jackson to Adjourn the meeting at 7:04 p.m.**

**Respectfully submitted:**



**Theresa Swanson- Chairperson**



**Kevin Knowles- Executive Director**