

**Naugatuck Housing Authority
Special Meeting of the Board of Commissioners- Minutes
November 12, 2009**

- 1.) The Special Meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:04 p.m. by Commissioner Laurie Jackson-Acting Chairperson at Osborn Road- Community Room, George B. Lewis I.

The following were in attendance:

Commissioners:

Laurie Jackson
Debra Miller
Maria Fidalgo
Elaine Russell

Kevin Knowles, Executive Director
Sam Behuniak-Maintenance Supervisor
Deputy Mayor, Tamath Rossi
Burgess Henry Kuczenski, Sr.
Former Mayor Joan B. Taf
Residents: seven

- 2.) Commissioner Jackson invited Burgess Henry Kuczenski, a United States Air Force Veteran, to the lead the body in the Pledge of Allegiance, in remembrance of Veteran's Day.
- 3.) **Voted:** Unanimously on a motion by Commissioner Miller and seconded by Commissioner Fidalgo to approve the minutes of the Regular Meeting of October 7, 2009.

Note: Commissioner Miller noted that she was marked present at the Special Meeting of October 13, 2009 and wanted to clarify that she was not present at that time.

- 4.) **Voted:** On a motion made by Commissioner Fidalgo and seconded by Commissioner Russell to accept the minutes of the special meeting of October 13, 2009. As amended to note that Commissioner Miller was marked present at the present meeting of October 13, 2009 and that she was not in attendance. Voting in the affirmative, Commissioners Jackson, Fidalgo, Russell, Commissioner Miller abstaining. The motion passed.
- 5.) **Maintenance Supervisor's Report: Maintenance Supervisor's Report
11/12/09(For October)**

Federal Complexes

George B. Lewis I – Osborn Road

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

1 empty unit was cleaned and painted.

1 unit was leased up for October (5K)

George B. Lewis II – Weid Drive

There were 2 electrical issues, 2 plumbing issues, 3 heat/window issues and 5 miscellaneous issues.

There were no units leased up for October.

State Complexes

Lewis Circle: MR

There were 2 electrical issues, 3 plumbing issues, 2 paint/door issues and 2 miscellaneous issues.

There were no units leased up for October.

Repairs and painting started at #14

Robert E. Hutt – Congregate

There were 4 electrical issues.

Stove was replaced in unit (2I)

There were no units leased up for October.

Oak Terrace

There were 13 plumbing issues, 14 electrical issues, 10 pt/doors/locks issues, 7 heat/windows issues, 2 appliance issues and 12 miscellaneous issues.

2 Units were painted & cleaned (1C & 24C)

Refrigerator was replaced in unit (26C)

Three units were leased up for October (5D, 21D, & 26C)

1995 Chevy pick up truck's transmission was repaired, 1995 Chevy Plow & Sand truck's frame rotted off and tractor's leave blower will installed for use, Borough of Naugatuck street sweeper cleared acorns and leaves off the road in front of (OT) Buildings 7 & 14, no parking and fire lane

signs will be installed per order Fire Marshal (OT) and 9 units (total) still empty, 44 units painted to date.

6.) Executive Director's Report:

**Executive Director's Report
October Report
November 12, 2009**

George B. Lewis I, Kitchen Project- Cabinets are in the process of being built, as soon as we are notified of a start date, we will alert the residents of George B. Lewis I.

Over the last several weeks I have been in contact with individuals from Connecticut Housing and Finance Authority for the purpose of exploring the possibility of federalizing our State Complexes, not including Robert E. Hutt – Congregate. At this point in time it looks like the MR: Lewis Circle is with in the realm of a possibility.

This would mean HUD would provide operating and capital funds, for the Lewis Circle Complex. I'm researching the chance to do the same with our Oak Terrace Complex; it comes down to the amount of stimulus dollars available.

One of the requirements of the federalization program is to convert two of the units at Lewis Circle to Handicap Units, this is an obstacle but not insurmountable.

Also, most recently, I have had communication with the Connecticut Department of Social Services, the Department of Community and Economic Development, New Opportunities, Inc. and CL&P, regarding ARRA (Stimulus dollars) for the Weatherization of Low Income residents, who pay their (heating) electric bills. The Naugatuck Housing Authority has been offered to be part of a pilot project. With the financial assistance of the aforementioned agencies and CL&P, we will be joining in a coalition that would perform an Energy Audit and Weatherization upgrades; this would help with our resident's electricity costs and this would be part of our ongoing efforts to conserve energy, hold down energy costs, while continuing to go "Green".

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.

As part of the ARRA funding process the Authority's – Statement of Procurement Policy was sent into HUD, the policy was updated in May of 2006 and adapted to meet the ARRA requirements in September of 2009.

I have had discussions with Mayor Mezzo about the possibility of the Naugatuck Housing Authority obtaining funds from the next round of requests from the Community Development Block Grant/ Small Cities Block Grant. These are federal dollars that are distributed through the state of Connecticut.

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

A new Food Warmer was ordered for Robert E. Hutt–Congregate's kitchen.

The 2009 Annual Survey of Local Government Finances is in the process of being forwarded to the U.S. Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau.

7.) Public Comment:

Veronica Murteza (4H-Osborn Road) had two concerns. (1) Problems with aids & tenants parking cars and blocking sidewalks and (2) she was asking if we re-do work on the porches, can we consider a way to expand the shared porch space. Executive Director Kevin Knowles said he will address with an architect. Commissioner Miller suggested that we re-explore parking passes so that we will know who should and should not be parking on-site. (3) She thanked the Commissioners, Director and Maintenance Staff for the great job they do at the Osborn Road location.

Vickie Rodriguez (2C-Osborn Road) also had a concern about the same parking issues.

Rosemary Aquavia (4E-Osborn Road) also concurred that she saw the same individual. Asked if the tenants will be notified when the kitchen work will begin at Osborn Road and will the work interfere with the upcoming holidays. Executive Director Kevin Knowles told her that a notice will be sent out prior to the start of work and it should not interfere with the holiday season. We will work with the contractor and the residents to make that happen.

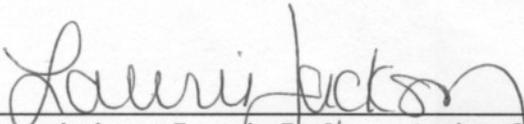
Former Mayor Joan Taf suggested that the residents who pay their own electrical bills, explore one of the many competitive companies, that offer lower cost than CL&P. Executive Director Kevin Knowles told Mayor Taf that we had one company that called and they met with residents at Oak Terrace, the company was Positive Energy.

Burgess Henry Kuczenski Sr. expressed concern that we alert the Naugatuck Police Department with any ongoing parking issues.

Deputy Mayor Tamath Rossi wanted to thank the Naugatuck Housing Authority maintenance staff for participating in the Triad Fashion Program.

- 8.) Voted: Unanimously on a motion made by Commissioner Debra Miller and seconded by Commissioner Maria Fidalgo to adjourn the meeting at 5:52 pm.**

Respectfully Submitted:



Commissioner Laurie Jackson, Acting Chairperson



Kevin G. Knowles, Executive Director