

Naugatuck Housing Authority
Regular Meeting of the Board of Commissioner
Minutes – December 10, 2008

1. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:00 pm by Chairperson Teresa Swanson. Said meeting was held in the Community Room at Robert E. Hutt Congregate.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson

Laurie Jackson

Maria Fidalgo

Debra Miller - Absent

Kevin G. Knowles, Executive Director

Samuel Behuniak, Maintenance Supervisor

Lt. Robert Harrison, NPD

Residents: 7

2. Chairperson Swanson led in the Pledge of Allegiance to the Flag.
3. VOTED: Unanimously on motion by Commissioner Maria Fidalgo and seconded by Commissioner Laurie Jackson to approve the minutes of the Regular Meeting of October 8, 2008 (each member having received a copy for review).
4. Correspondence – None
5. Executive Director's Report (for October 2008)

George B. Lewis I - Osborn Road

There was one plumbing issue, two electrical issues, one paint/doors/locks issue, four heat issues and one miscellaneous issue. The grass was mowed and leaves were picked up. One unit was painted. There were no units leased up for October.

George B. Lewis II - Weid Drive

There were four electrical issues, two plumbing issues, one heat & window issue, two appliance issues and 10 miscellaneous issues. One unit was leased up for October (11H).

Lewis Circle -- MR

There were three plumbing issues, two electrical issues and five paint/doors/locks issues, three heat/window issues and 12 miscellaneous issues. There was one unit leased up for 10/1/08 (Unit 38).

Robert E. Hutt - Congregate

There were three electrical issues, six plumbing issues, five paint/doors/locks issues, one appliance issue and two miscellaneous issues. Outside windows were washed. There were no units leased up for October.

Oak Terrace

There were nine plumbing issues, 11 electrical issues, 11 paint/doors/locks issues, eight heat/window issues, seven appliance issues and four miscellaneous issues. Grass was cut and leaves were picked up. Six units were painted. Laundry rooms at Oak Terrace in process of being painted. Two stoves and one refrigerator were

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replaced. There were two units leased up for October (19A & 25C).

6. Executive Director's Report (for November 2008):

George B. Lewis I - Osborn Road

There were two plumbing issues, two electrical issues, two paint/doors/locks issues, one heat issue and three miscellaneous issues. Hand railings were installed. One unit was painted. There were no units leased up for November.

George B. Lewis II - Weid Drive

There were three electrical issues, two plumbing issues, two paint/doors/locks issues and four miscellaneous issues. There were no units leased up for November.

Lewis Circle - MR

There was one plumbing issue, one electrical issue and three paint/doors/locks issues.

Robert E. Hutt - Congregate

There were two electrical issues, three plumbing issues, two heat issues and one miscellaneous issue. There were no units leased up for November.

Oak Terrace

There were nine plumbing issues, 11 electrical issues, 11 paint/doors/locks issues, eight heat/windows issues, seven appliance issues and four miscellaneous issues. Leaves were picked up. Three units were painted. Carpet and vinyl replaced in three units by Valley Floor Covering. One stove and one refrigerator were replaced. Laundry rooms at Buildings 20 & 25 were painted and cleaned. There were four lease-ups for November (8A, 18F, 25D & 29B)

7. Public Comments:

Ralph Barba - Unit 13D, Oak Terrace - Inquired as to the lighting/fencing. Executive Director Kevin Knowles informed Mr. Barba that there is money from a state grant which was awarded to the Housing Authority in conjunction with the Town of Naugatuck. The paperwork for the grant is currently being worked on with the Comptrollers office at the Naugatuck Town Hall.

Joan Taf of Margaret Circle suggested that we do an information flyer concerning the upcoming upgrades of lighting and fencing at Oak Terrace.

Lt. Harrison of the Naugatuck Police Department informed of the Commissioners that calls are down at all complexes.

Peg Lubinski-Unit 20A- Stated that she has cat scratches on her car. She knows that the cat is from Unit #25. Executive Director Knowles will look into same.

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8. New Business:

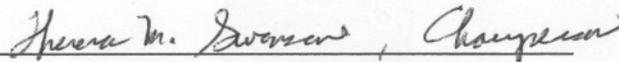
VOTED: Unanimously on motion by Commissioner Jackson and seconded by Commissioner Fidalgo to accept the Task Order 2 to the Professional Services Contract by and between the Housing Authority of the Borough of Naugatuck and J. D'Amelia and Associates, LLC, dated the first day of January 2005.

9. To award the contract for Capital Fund – modernizing consulting service tabled until Executive Session.

10. Commissioner Jackson read the Certified Resolution of the Legislative Body.

CERTIFIED AS A TRUE COPY OF THE RESOLUTION DULY ADOPTED BY THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK ON DECEMBER 10, 2008 AND WHICH HAS NOT BEEN RESCINDED OR MODIFIED IN ANY WAY WHATSOEVER.

December 10, 2008



Signature and Title of Official

(Seal)

WHEREAS, pursuant to the CGS Sections 4-66c the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for eligible housing projects; and **WHEREAS**, it is desirable and in the public interest that the Naugatuck Housing Authority make an application to the State for \$ 475,000.00 in order to undertake the Modernization of State Public Housing Complexes and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

Board of Commissioners
(Legislative or Governing Body)

1. That it is cognizant of the conditions and prerequisites for the State Assistance imposed by CGS Section 4-66c
2. That the filing of an application for State financial assistance by The Naugatuck Housing Authority in an amount not to exceed \$475,000.00 is hereby approved and that Kevin Knowles, Executive Director is directed to execute and file such application with the

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Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State Financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

The Naugatuck Housing Authority
(Name of Applicant)

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Jackson to approve the Certified Resolution and to sign off on said plans as follows:

11. Election of Officers:

VOTED: Unanimously on motion by Commissioner Fidalgo and seconded by Commissioner Jackson to appoint Terry Swanson as Chairperson.

VOTED: Unanimously on motion by Commissioner Swanson and seconded by Commissioner Fidalgo to appoint Lori Jackson as Vice-Chairperson.

VOTED: Unanimously on motion by Commissioner Swanson and seconded by Commissioner Fidalgo to appoint Maria Fidalgo as Treasurer.

12. VOTED: Unanimously to move to Executive Session at 5:35 p.m. and Terry Swanson wished everyone a happy and healthy holiday season.

13. Motion made by Commissioner Jackson and seconded by Commissioner Jackson to close executive session.

VOTED: Unanimously by Commission to come out of executive session at 6:17 p.m.

14. Items emanating from Executive Session

The Naugatuck Housing Authority solicited proposals for modernization and Grant Administration Services. Only one bidder submitted a proposal. J. D'Amelia & Associates, LLC was the sole bidder.

The NHA approved signing a contract with the low bidder – J. D'Amelia & Associates, LLC.

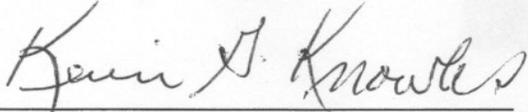
On a motion by Commissioner Jackson and seconded by Commissioner Fidalgo to authorize Executive Director Kevin Knowles to sign the Modernization and Grant Administration Services Contract with J. D'Amelia & Associates, LLC. The motion passed unanimously.

15. Adjournment

On a motion by Commissioner Fidalgo and seconded by Commissioner Jackson to adjourn the meeting at 6:18 p.m. The motion was passed unanimously.

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Respectfully submitted,



Kevin G. Knowles
Executive Director/Secretary



Terry Swanson
Chairperson