

NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES  
May 9, 2012  
(Revised May 14, 2012)

**Note: Corrections made to period for Maintenance Supervisor's Report, and verbiage to Burgess Laurie Jackson's request in "Public Comment" section.**

1. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:05 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at George B. Lewis II.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson  
Debra Miller, Vice Chairperson  
Maria Fidalgo, Treasurer  
Elaine Russell, Tenant Commissioner  
Joan B. Taf, Commissioner

Christine Warren, Executive Director  
Samuel Behuniak, Maintenance Supervisor  
Burgess Laurie Jackson  
Lt. Robert Harrison, Naugatuck P.D.  
Officer Mike Favale, Naugatuck P.D.  
Bernice Bakstis, NHA Public Housing Mgr.  
Franklin Pilicy, Esq.

22 Residents (late arrival, R. Albaitis 5:47pm)

2. Commissioner Debra Miller led in the Pledge of Allegiance to the Flag.
3. VOTED: Unanimously on motion by Commissioner Miller, seconded by Commissioner Russell to approve the minutes of the April 11, 2012 - Regular Meeting.
4. VOTED: Unanimously on motion by Commissioner Fidalgo, seconded by Commissioner Miller to approve the minutes of May 2, 2012 - Special Meeting.
5. Chairperson Theresa Swanson introduced Christine Warren as Executive Director.
6. Acting Executive Director's Report read by Commissioner Swanson

**Executive Director's Report  
April 2012**

All Drawdowns HUD funds for both Capital and Operating dollars have been completed for the month of April for our Federal (HUD) Complexes.

Neighborhood Watch Meetings were held at Oak Terrace and George B. Lewis I and II Complexes on April 25, 2012. The meetings were chaired by Lt. Robert Harrison, Office Mike Favale and Commissioner Debra Miller. Burgess Liaison Laurie Jackson attended plus NHA Commissioners Swanson, Fidalgo, Russell and Taf.

Small City Grant – Chairperson Theresa Swanson attended a meeting at Naugatuck Town Hall in regards to grant for Oak Terrace with Larry Wagner, Edward Carter, and Kevin Knowles with regard to steps to be followed by the Naugatuck Housing Authority and due dates.

Oak Terrace – Attended a meeting with Sam Behuniak and Chris from Chubb about Bldgs. 25, 19, and 35 that are not connected to Fire and Call For Aid system. Sam to coordinate digging and electrical work to bring these buildings back into system as soon as possible.

Also have been following up with Maintenance about cutting of trees behind Bldg. 8 at Weid Drive and brush at both Weid Drive and Osborn Road.

Congregate Housing – Quotes have been coming in for replacement of generator

## **Maintenance Supervisor's Report April 2012**

### **Federal Complexes**

#### **George B. Lewis I – Osborn Road**

There were 5 electrical issues, 5 plumbing issues and 4 appliance issues, 3 Paint/Door Lock issues, 2 Heat and Window issues, and 8 miscellaneous issues (Total 27 issues).

#### **George B. Lewis II – Weid Drive**

There were 3 electrical issues, 6 plumbing, 0 paint door lock issues, 1 window-heat issue, 4 appliance issues and 19 miscellaneous issues (Total 33 issues).

### **State complexes**

#### **Lewis Circle: MR**

There were 6 electrical issues, 19 plumbing issues, 15 paint/door issues, 17 appliance issues, 3 heat and Windows issues and 14 miscellaneous issues (Total 74 issues).

#### **Robert E. Hutt – Congregate**

There were 5 electrical issues, 5 plumbing issues, 5 appliance (AC) issue, 0 heat and window issues, 0 paint/door lock issues, 2 miscellaneous issues (Total 17 issues).

#### **Oak Terrace: Units empty 5 (not including vacant units being converted to handicapped)**

Units 34F and 23E painted  
Unit 34A being scraped  
1 Stove replaced  
2 Refrigerators replaced

**Congregate:**

Dryer number 3 is now working  
Two generator rebuild quotes are in, waiting for one more  
3" water main was repaired by MJ Daley  
All the parking lot light lenses were cleaned and bulbs replaced with the proper bulbs from H.P.  
Sodium to metal halite  
Kitchen stove and area will be cleaned starting Tuesday, May 15, 2012

**George B. Lewis I and II** - Community Room carpets were cleaned, floors stripped & waxed

Grass was cut at Oak Terrace, GBL I & II and Congregate complexes

Oak Terrace tractor parts are in and being assembled

Sam proposes that Oak Terrace bath lights and fans be combined in one switch to avoid excessive bathroom moisture.

Bernice Bakstis noted 2 new lease-ups pending at Oak Terrace

Tree brush removal quotes have been received

**Lt. Robert Harrison Report  
May 9, 2012**

Lt. Harrison inquired about status of the following GBL issues addressed at Block Watch Meeting:  
Gable light Bldg. 8 & 9 - completed  
Ditch by Telephone box – completed (filled)  
Parking issues being addressed  
There are no new issues to his knowledge

**Public Comment**

***Chairperson T. Swanson announced "5 minute rule" now being implemented for public comments.***

Burgess Liaison Laurie Jackson requested to receive Agendas & Minutes as soon as available to present to the Borough of Mayor and Burgesses.

C. Pereira (10L-Weid Drive) asked if each tenant is allotted a parking space whether he/she has a car or not. Commissioners answered "yes".

Helen Niski (11A –Weid Drive) asked if rules have changed with respect to complexes. Commissioners answered “no”.

C. Pereira (10L-Weid Drive) asked if the “Visitors Policy” has changed—with respect to the “two week” rule. Commissioner answered “no” and noted that maximum # of days for visitors is 30 days per year, 2 weeks maximum per visit.

Public Housing Manager Bernice Bakstis inquired whether bike/scooter riding within complexes is allowed. Commissioners responded “no” and noted that signs are posted.

Irene Slabicki (11B Weid Drive) asked if the rules still allow for only 1 vehicle per tenant in parking lot. Commissioner Swanson answered “yes”

Shirley Cumming (9F-Weid Drive) commented that her grandchildren visited over the weekend and were riding scooters. She said she was not aware of any regulations with respect to scooter and/or bikes not being allowed on the property.

Grace Beardsley (9K-Weid Drive) asked if there was a list of rules in her lease. Commissioners Swanson and Miller noted that the Executive Director Christine Warren and Public Housing Manager Bernice Bakstis will be working on establishing “Rules and Regulations” for the complexes.

Ed Gutoski (8F-Weid Drive) noted speed limit in complex is 10 MPH. He asked if it was posted and noted that some aides and “Meals on Wheels” drivers speed through the complex. E.D. Christine Warren to contact “Meals on Wheels” drivers to slow down.

LT. Harrison stated that there is a 10MPH speed limit sign on Weid Drive, which they can enforce. However, the NPD does not have jurisdiction to enforce speeding within the complex as it is private property.

Ann McGowan (10C-Weid Drive) asked if she is out of unit for a short time (ie. Hospitalization), is it acceptable for her fiancé to stay in her unit with dog. She said that former Executive Director Kevin Knowles had given her permission. She also asked Sam Behuniak if someone could treat the mold on the outside of Bldg. 10. She also stated that in her opinion, there is plenty of parking on Weid Drive. She also asked that the Board clarify that dogs should always be walked on lease and the tenants be reminded.

Irene Slabicki (11B-Weid Drive) stated that she has been a resident of GBLII for eight (8) years. She is disappointed with respect to tenants not adhering to guest policy and dog waste not being picked up by pet owners when walking dogs.

Ilene Gutowski (8F-Weid Drive) stated that Beacon Brook visitors are bringing patients in wheelchairs through the complex and children visiting Beacon Brook are coming into Community Room and climbing in the trees on property. PHM Bernice Bakstis and ED Christine Warren to send letter or call Beacon Brook.

Sam Behuniak (Maintenance) stated that he is almost out of "Maintenance Log Books". He asked the Commission if they wanted to continue recording maintenance issues manually and should he re-order tickets, or if they are ready to begin Automated Maintenance System. ED Christine Warren to contact PHA Web (software company) to determine time frame on activating maintenance module in system and Chapin business systems to obtain computer and printer for maintenance office. She will also get internet service activated in maintenance office.

7. Chairperson Theresa Swanson moved that the meeting go into Executive Session at 5:50PM. Motion was seconded by Commissioner Fidalgo.

Note: No votes were taken at Executive Session

8. Voted: Unanimously on a motion made by Commissioner Fidalgo and seconded by Commissioner Taf that meeting come out of Executive Session at 6:35PM.
9. Voted: Unanimously on a motion made by Commissioner Miller and seconded by Commissioner Taf to adjourn the meeting at 6:36PM.

Respectfully submitted,



---

Theresa Swanson  
Chairperson



---

Christine Warren  
Executive Director/Secretary