

*NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES  
June 13, 2012*

The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:10 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at Oak Terrace.

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.  
Tucker McWeeney, Esq.

14 Residents (2 late arrivals)

1. Commissioner Theresa Swanson led in the Pledge of Allegiance to the Flag.
2. VOTED: Unanimously on motion by Commissioner Miller, seconded by Commissioner Russell to approve the minutes of the May 9, 2012 - Regular Meeting.
3. Maintenance Supervisor's Report

**Maintenance Supervisor's Report  
May 2012**

**Federal Complexes**

**George B. Lewis I – Osborn Road**

There were 6 electrical issues, 2 plumbing issues, 1 paint/door lock issue, 1 heat/window issue and 4 appliance issues. (Total 14 issues)

**George B. Lewis II – Weid Drive**

There were 5 electrical issues, 3 plumbing issues, 1 paint/door lock issue, 1 heat/window issue, 2 appliance issue and 3 miscellaneous issues. (Total 15 issues)

**State complexes**

**Lewis Circle: MR**

There were 3 electrical issues, 1 plumbing issue and 1 miscellaneous issue. (Total 5 issues)

**Oak Terrace:**

There were 6 Electrical issues, 13 plumbing issues, 3 paint/door lock issues, 11 heat/window issues, 22 appliance issues and 21 miscellaneous issues. (Total 76 issues)

**Robert E. Hutt – Congregate**

There was 1 electrical issue, 1 plumbing issue, 1 paint/door lock issue, 1 heat/window issue and 1 appliance issue. (Total 5 issues)

**Oak Terrace:**

Units 27-A, 23-E, 25-E & 34-F have been painted and made ready for occupancy. Replaced refrigerator in Unit 27-A.

**Congregate:**

Replaced refrigerator in Unit 3-J.

**George B. Lewis I and II:**

Unit 4-J in GBL I is painted and made ready for occupancy.

**All Complexes:**

- \*Grass was cut 3 times due to heavy rain in May.
- \*Trimming bushes and cleaning up leaves have started.
- \*Generator quotes are in
- \*All tractors are serviced and ready for lawn mowing.
- \*Sewer problem in Building 9 & LC55 Emergency
- \*GBL I needs a wall behind grass cutter due to all hand railings.

4. Executive Director's Report

*Executive Director's Report  
May 2012*

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

**Congregate:**

Bernice Bakstis and Sam Behuniak had the defibrillator installed at the Congregate site. I am in the process of setting up a training class for staff, residents & security. Susan Gallagher from Spark (one of the organizations who donated the defibrillator) would also like to attend the training.

**Small City Grant:**

Completed required remaining documentation including letters of non-displacement to tenants and Fair Housing Plan and submitted to Larry Wagner. Bernice obtained letters from tenants evidencing need for more handicap accessible units. I met with Larry Wagner and application for Block grant was submitted June 8, 2012.

**Oak Terrace:**

Trenches have been dug and conduit piping placed to prepare for wiring to repair "Call for Aid" issue. We contacted Chubb who will be coming out to install wiring.

I am contacting the insurance company to increase claim to include payment for these repairs which were a result of lightning strike in 2011.

**GBL II:**

Assigned parking spots were marked temporarily with crayon. No date set for permanent numbers as of yet.

**Maintenance Phone Lines:**

Contacted AT&T and setup transfer of maintenance telephone line (203)723-0700 to be moved to 16 Ida Street location effective 7/1/2012.

Setup conference call training for PHA Web Maintenance module for Diane Bona, Sam Behuniak and myself for June 20, 2012.

Diane Bona will be inputting maintenance requests on this system effective 7/1/2012. Reports will be generated and faxed to Sam, who will assign to maintenance & help perform.

**Lewis Circle:**

Met with Steve Ball of J. D'Amelia & Associates, LLC., signed survey authorization to prepare for grading and draining improvements at Lewis Circle site (federalization grant)

**Personnel**

Posted Section 8 Program Manager position in newspaper. Closing date for applications is 6/15/2012.

Posted Maintenance Laborer position in newspaper. Closing date also 6/15/2012.

**Lease-ups**

3 Units leased up at Oak Terrace

1 Unit leased up at Lewis Circle

1 Unit leased up at GBL II

5. Policy on Reservation and Use of Community Building Facilities:

VOTED: Unanimously on motion by Commissioner Russell, seconded by Commissioner Fidalgo to adopt the following Policy on Reservation and Use of Community Building Facilities:

**NAUGATUCK HOUSING AUTHORITY**

**16 IDA STREET**

**NAUGATUCK CT 06770**

**(203) 729-8214 – (203) 729-5181 (Fax)**

Policy on Reservation and Use of Community Building Facilities

*(Effective 6/14/2012)*

Purpose: The use of the common areas is intended exclusively for current residents and their immediate families to enjoy a variety of social activities. The common areas may not be reserved by any non-resident, or on behalf of any non-resident.

- 1) The facilities use shall be open to resident social activities deemed consistent with the enjoyment and well-being of any and all residents. If any particular use of any community room interferes with any other tenants right to peaceful enjoyment, the Housing Authority reserves the right to prohibit any such future use.
- 2) Reservation and use of the community rooms is restricted to residents and their immediate family members (relation by blood, marriage, adoption and/or any legally recognized guardianship or live-in aide arrangement). Use of the facility by non-residents is not permitted and the Housing Authority reserves the right to prohibit any such future use.

- 3) All reservations must be submitted two weeks in advance and must be in writing. The request must make clear what the reason for the stated affair is (birthday party, anniversary party, etc.) and the requested time and date of the affair. This must be sent in to be cleared, approved and scheduled through the administration office of the Naugatuck Housing Authority. Reservation forms are available at the community room.
- 4) In order to insure that each individual tenant has an equal opportunity to enjoy the use of the community rooms, a tenant may only reserve a community room once per month. Specifically contemplated under this clause are tenants who operate jointly and/or collectively to reserve community rooms on behalf of an outside entity – in order to insure that no individual tenant or group of tenants monopolizes the use of the community rooms, reservations on behalf of an outside entity are limited to a maximum of once per month.
- 5) Community rooms may be reserved for a maximum of four hours.
- 6) Regularly scheduled community services meetings (Red Cross blood pressure screening, etc.) are to be given reservation preference. Otherwise, reservations will be assigned on a first-come first-serve basis.
- 7) The resident sponsoring any gathering shall be responsible for their guests; all home health aides and children must be accompanied by a resident adult and may not roam the facilities freely. The sponsoring resident is also responsible for clean-up and maintenance of the facility. No food or trash is to be left behind, all tables and community room furniture must be returned to their original place. The Housing Authority reserves the right to refuse any/all future reservations by individuals who do not strictly abide by this requirement. Further, the Housing Authority may shift the cost of cleaning up any function to the resident responsible for reserving the community area.
- 8) Excessive noise is not allowed. If an event generates excessive noise the Housing Authority reserves the right to refuse any future reservation of the community room by the individual responsible for reserving the room for the event which generated excessive noise. The community rooms are for the benefit of residents of the community, not to inconvenience members of the community.
- 9) The community rooms may not be reserved after 8:00 p.m. The Housing Authority reserves the right to refuse any/all additional reservation requests if events are not completed by 8:00 p.m.
- 10) Residents reserving community rooms are responsible for turning the heat down to the original setting (62 degrees).
- 11) The resident requesting to reserve the community room must include the expected number of guests on the request form. Further, the resident is responsible for maintaining a sign-in log for any attendees of the event. This is to insure that the community rooms are being used solely by, and for the benefit of, tenants.
- 12) There is a strict no-solicitation rule associated with the Housing Authority and this rule remains in effect during any event in any community room. The Housing Authority reserves the right to refuse any/all future reservations by any resident if it is discovered that there is solicitation occurring in any way during any event.
- 13) The number of guests included in the request form must be in compliance with applicable town codes as set forth by the Fire Marshall.
- 14) There is a zero tolerance policy with respect to the presence or use of alcohol in the community room. The Housing Authority reserves the right to refuse any future reservation of the community room by the individual responsible for reserving the room for the event which included alcohol.

15) There are no pets allowed in the community room. The Housing Authority reserves the right to refuse any future reservation of the community room by the individual responsible for reserving the room for the event which included pets.

6. VOTED: Unanimously on motion by Commissioner Miller, seconded by Commissioner Taf to approve Commissioner Swanson's proposed "No Walk-In" Policy for the Authority's Main Office at 16 Ida Street from 12:30 p.m. to 4:30 p.m. on Friday's in order for the office staff to complete paperwork for the week. Notice to be placed on office front door and mailed to all residents.

7. Public Comment

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

Arnold Sherker (8G-Weid Drive) and Judy Wagner (8H-Weid Drive) complained about GBLII lawn mower doesn't have a bagger. Thus, grass is tracked into units from sidewalks.

Claudette Soden (3B-Oak Terrace) asked for permission to record meeting. Commissioners agreed.

Claudette Soden (3B-Oak Terrace) Non-Catholic Mass on calendar wants availability to all denomination. Feels Catholic religion forced on her. Public Housing Manager Bernice Bakstis stated that she was told by other tenants that all denominations have always been welcome and practiced. However, due to low turnout, most of the other denominations stopped having meetings there.

J. Wagner wants licensed pastors only. Attorney Tucker McWeeney stated that NHA is not responsible for validating licensed/non-licensed religions. C. Soden wants her events to appear on calendar. NHA Commissioners and Atty. McWeeney explained that NHA does not publish the calendar. RSC from Western Area on Aging (Debbie Mesaw) distributes calendar.

Laurie Jackson asked why Section 8 ad was extended in newspaper. Commissioner Swanson explained that only 30 applicants and only 1 candidate with qualifications applied. She asked if previous applicants be considered. Commissioner Swanson and E.D. Christine Warren both confirmed that all applicants will be considered.

Ed Gutowski (8F-Oak Terrace) Has parking recommendations to provide more spaces to residents & visitors. Commissioners asked him to provide a diagram for their review.

Theresa Guisti (7B-Oak Terrace) stated that Claudette had a recorder. Asked if this is a violation. Can meetings be recorded?. Also stated When Catholic Priests came all denominations were welcome, never any issue.

JudyWagner – Asked about assigned parking at Weid Drive. She is unable to fit her Astro van into assigned parking space. Commissioner Miller explained to Ms. Wagner that she has an Astro van & is capable of parking in Weid Drive parking spaces.

Ed Gutowski has to walk further now than before.

Arlene Gutowski 8F-Weid Drive, 8L visitors use their spots.

Ed Gutowski 8A-Weid Drive allowed to use space designated for 8E???

Commissioners informed tenants her that no permanent marking have been put on spaces. NHA will hold off on permanent assigned parking spaces for the time being.

Chris Meyers (14D-Oak Terrace) complained that neighbor is tapping on his windows to get cat's attention and also things that he opened window to let cat out.

Lt. Harrison is actively following up with the Street dept. to ensure bush is trimmed on Osborne Road. Request to residents: Kids in complex on skateboards-please call police to report so that railings & sidewalks won't be damaged.

Next Block Watch – Wednesday, June 20, 2012 at 5:00 p.m. - Oak Terrace Community Room

8. Commissioner Russell moved that the meeting go into Executive Session at 6:20 p.m. Motion was seconded by Commissioner Taf.

**Note: No votes were taken at Executive Session**

9. Voted: Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Miller that meeting come out of Executive Session at 7:20 p.m.
10. Voted: Unanimously on a motion made by Commissioner Taf and seconded by Commissioner Fidalgo to adjourn the meeting at 7:21 p.m.

Respectfully submitted,



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Theresa Swanson  
Chairperson



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Christine Warren  
Executive Director/Secretary