

*NAUGATUCK HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
MINUTES  
September 12, 2012*

1. The regular meeting of the Naugatuck Housing Authority Board of Commissioners was called to order at 5:04 p.m. by Chairperson Theresa Swanson. Said meeting was held in the Community Room at the George B. Lewis Complex located at 1013 Weid Drive.

The following were in attendance:

**COMMISSIONERS:**

Theresa Swanson, Chairperson	Christine Warren, Executive Director
Debra Miller, Vice Chairperson	Samuel Behuniak, Maintenance Supervisor
Maria Fidalgo, Treasurer	Burgess Liaison Laurie Jackson
Joan B. Taf, Commissioner	Lt. Robert Harrison, Naugatuck P.D.
	Officer Mike Favale, Naugatuck P.D.

8 Residents

2. Chairperson Swanson led in the Pledge of Allegiance to the Flag.
3. VOTED: Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Fidalgo to approve the minutes of the August 8, 2012. Commissioner Taf stated that she had made comments at the August monthly meeting and does not see them listed in "Commissioner's Comments" Section. Executive Director Christine Warren will check her notes and make appropriate edits.
4. VOTED: Unanimously on motion by Vice Chairperson Miller, seconded by Commissioner Taf to approve the minutes of the August 22, 2012 –Special Meeting with spelling amendment and omission of statement "No Votes were taken during Executive Session".
5. **Executive Director Report was read by Christine Warren.**

*Executive Director's Report  
August 2012*

All drawdowns of HUD funds for both Capital and Operating dollars have been completed for the month of August for our Federal (HUD) complexes.

There were 7 units leased:

GBLI: 1, GBLLI: 1, Oak Terrace: 3, Congregate: 2

There were 4 move-outs:  
GBL: 1, Oak Terrace: 2, Congregate: 1

There was 1 unit transfer:  
Oak Terrace: 1

I have been working with Steve Ball (J. D'Amelia & Associates) to develop Agency Plan. The plan will be available on approximately September 14, 2012. A public hearing will be held on Wednesday, October 10, 2012 at 4:30pm (Prior to Monthly meeting which will be held at Oak Terrace).

Advertised bid opening for Lewis Circle Site improvements (grading, paving & concrete work. Contractors have been picking up bid packages. (Bid closing date Monday, September 10)

Generator for Congregate facility has been ordered. Estimated delivery time 6-8 weeks.

Requested quotes to clear hillside at congregate site.

REAC inspection of GBLI & II performed on Monday, August 20, 2012. Jim Gallagher and I accompanied HUD inspector. We are awaiting inspection results. Jim Gallagher will begin any required repairs as soon as possible.

Contacted Simplex & Grinnell Sales Dept. regarding issue of command post display box not operating correctly for 4-6 weeks. Demanded immediate resolution and credit for monthly equipment fee, as unit is not working properly.

Met with Tom Borque of CHFA to discuss recommended policy updates. (I.e. Personnel Policy, Rent Collection Policy, Preventative Maintenance Policies, Inventory Policies—Maintenance).

Bernice Bakstis continued to work on Oak Terrace lease revisions. She and Sam are also establishing a fee schedule for maintenance due to tenant damage or neglect.

Expert Electric has been contacted to install generator panels at GBLI & II and motion-sensor light for Ida Street office-rear of building.

**6. Maintenance Report was read by Sam Behuniak, Working Maintenance Director**

*Working Maintenance Director's Report  
August 2012*

There were 8 units painted during the month of August:  
3 Units at Oak Terrace: 15E, 18C & 18E  
2 Units at Congregate: 1A & 2C

2 Units at Lewis Circle: 38 & 40  
1 Unit at George B. Lewis I: 4J

There are currently 7 units still empty:  
6 Units at Oak Terrace: 13D, 14D, 16D, 17D, 27C & 37C  
1 Unit at Lewis Circle: 23

Congregate:

Congregate Emergency hallway lights are all working – expired batteries have been replaced.

We are still awaiting resolution of annunciator panel at Congregate-repairman has been in to work on unit, awaiting his return to complete repair.

Obtained price quote for 6 yard dumpster with lid to replace 4 yard dumpster w/broken lid at Congregate: \$300 from Copes Trash Co.

Oak Terrace:

A 16” bar chainsaw has been ordered: \$350.00

Water heaters should be drained twice per year.

Vice Chairperson Miller recommended establishing a schedule to establish age of current water heaters and maintenance of such.

Brush needs to be cut back to fence in trench behind Bldg. 10.

Brush and grass cut from behind units around air conditioning units. Half of complex has been done.

Oak Terrace is in need of 3 new garage doors. They have not been replaced since complex was built.

Storage container roof needs to be tarred or painted.

Chubb Fire still has not installed wiring between Bldg. 25 & 24 and Bldg. 35 & 36.  
Contact information given to Executive Director Christine Warren to follow up.

Grass was cut 2 times at all complexes including Lewis Circle and 16 Ida Street office.

**7. LT. Harrison’s Report (Naugatuck Police Department)**

Lt. Harrison from the Naugatuck Police Department reported that the traffic light for Weid Drive and New Haven Road is still being researched. He also informed tenants of a potential phone scam from callers stating that they are from American Bank. They are requesting a nominal fee to print coupons and mail them. He is not sure if this is a legitimate business, or a phone scam. He warned tenants to be careful when giving any information over the phone. He also informed Commissioners and tenants that there is now a “Drop Box” at the Police Station for depositing medications. Syringes are not accepted. This box is located in the Police Dept. Lobby.

## 8. **New Business:**

Lewis Circle Site Work Bids: Executive Director Christine Warren stated that bids received far exceeded allotted cost for site work. Steve Ball (J. D'Amelia & Associates is contacting engineer to bring pricing for materials and wages in-line with budgeted cost. She will update Commissioners on status.

Bids to clear brush from congregate hillside: 3 quotes were received to clear hillside along congregate parking lot. Commissioner Taf and Burgess Liaison Laurie Jackson stated that comparisons were not equal, as scope of work was different on each quote. Vice Chairperson Miller suggested that Executive Director Christine Warren type specifications and submit to all 3 contractors so that they can re-bid. Commissioner Taf asked that we not use "white" stone on the bank. All Commissioners agree it should be natural brown or gray stone. All agreed that low-growing plants and bushes should be planted—nothing too tall.

## 9. **Public Comment:**

Edna Talmadge (32A-Oak Terrace) stated that a petitioner came to her door regarding keeping Debbie Besaw as a Coordinator for the complex. She asked if there was still a "No Solicitation" Policy for the complexes. Vice Chairperson Miller confirmed this information. Executive Director Warren will contact WCAA (Western Connecticut Area on Aging) to find out who has petition and remind of "No Solicitation" policy.

Joan Moran (8D-Weid Drive) asked for clarification if petition was circulating at Weid Drive.

Joanne Aquavia (11G-Weid Drive) asked if "Tenant Rules and Regulations" policy being established would address lunch time policy. E.D. Christine Warren told her that the lunch program is managed and provided by WCAA. She asked for clarification of Ms. Aquavia's concerns with respect to lunch.

Ms. Aquavia stated that some people came to lunch late and were angry because they could not be served. E.D. Warren stated that we do not manage the lunch program, but would contact them for clarification of lunch time policy.

Ms. Aquavia also asked who was establishing "Tenant Rules and Regulation" policy and that she thinks the tenants should have input. Vice Chairperson Miller told her that office will send out forms to tenants for suggestions w/respect to this policy.

Lorraine Mulhall (9A-Weid Drive) stated that meals are not delivered to tenants by the food service company and food cannot leave the dining room. She asked if aides were allowed to pick-up meals for tenants. E.D. Warren to contact food service company for clarification.

E.D. Warren announced that Working Maintenance Director Sam Behuniak will be retiring effective October 5, 2012. She thanked him for all he has done for the Housing Authority and its tenants.

Burgess Liaison Laurie Jackson congratulated Sam on his pending retirement. She has enjoyed working with him during the nine years she served as Commissioner and he will be missed.

## 10. Commissioner Comments:

Commissioner Taf asked for clarification with respect to warranty period for new generator for Congregate. Warranty information lists the warranty will be 18 months from factory ship date. Warranty should be full 24 months. E.D. Warren to contact Northeast Generator to ensure warranty will be for full 24 months from installation.

Commissioner Taf also congratulated Sam and wished him a long & happy retirement.

Vice Chairperson Miller congratulated Sam and thanked him for his accomplishments during his years of service. She thanked him in advance for making sure that things are rolling smoothly upon his exit.

Caroline Pereira (10L-Weid Drive) asked how Elaine Russell has been since resigning from the Board in August. Chairperson Swanson informed her that she has not yet been replaced, but an appointment of a new Tenant Commissioner is the process.

## 11. Executive Session: Contracts and Personnel

The chair recessed into Executive Session at 6:13 p.m.

The commissioners came out of Executive Session at 7:07 p.m.

VOTED: Unanimously on a motion made by Vice Chairperson Miller and seconded by Commissioner Fidalgo to table the Air Conditioning Service Contract discussion until additional information obtained by Christine Warren

VOTED: Unanimously on a motion made by Vice Chairperson Miller and seconded by Commissioner Fidalgo to begin the interview process for new Working Director of Maintenance.

Chairperson Swanson requested that November Monthly Meeting be moved from Wednesday, November 14, 2012 to Thursday, November 15, 2012. Commissioners all agreed to change the meeting date.

## 12. Adjournment

VOTED: Unanimously on a motion made by Commissioner Taf and seconded by Vice Chairperson Miller to adjourn the meeting at 7:09 p.m.

**Respectfully Submitted:**



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**Theresa Swanson, Chairperson**



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**Christine Warren, Secretary  
Executive Director**