

Naugatuck Housing Authority
16 Ida Street – Naugatuck – Connecticut – 06770- 4422
(203) 729-8214 Fax: (203) 729-5181

Kevin G. Knowles
Executive Director

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

Special Meeting:
Naugatuck Housing Authority Board of Commissioners

Date & Time

February 28, 2012

11 a.m.

Place:

Naugatuck Housing Authority Office
16 Ida Street

- 1.) Vice-Chairperson Debra Miller called the Special meeting of the Naugatuck Housing Authority's Board of Commissioners to order at 11 am. Said meeting was held at Naugatuck Housing Authority Office, 16 Ida Street
- 2.)
Commissioners: present

<i>Debra Miller</i>	<i>Guests: 1 Larry Wagner, Wagner Associates</i>
<i>Maria Fidalgo</i>	<i>Executive Director Kevin Knowles:</i>
<i>Elaine Russell</i>	
<i>Joan B. Taf</i>	
<i>Absent: Theresa Swanson</i>	
- 3.) Vice-Chairperson Miller led all gathered in the Pledge of Allegiance.
- 4.) Larry Wagner of Wagner and Associates spoke to the Board of Commissioners regarding the process and time-line for the application process for the Small Cities Block Grant Program. He recommended that the Board create a multi-year strategy for obtaining grant dollars. He encouraged the Board to allocate funds, to create a preemptive process that would be a logical approach to seeking other state or federal funds.
- 5.) **Voted:** Unanimously on a motion made by Commissioner Taf and seconded by Commissioner Fidalgo to allocate \$50,000 of NHA funds to be utilized for the Small Cities Block Grant Program.
- 6.) Tabled- Action on the John S. Sullivan, Fee Accountant contract.

- 7.) **Voted:** Unanimously on a motion made by Commissioner Taf and seconded by Commissioner Fidalgo to extend and enter into a three and a half year contract between the Naugatuck Housing Authority and Carol Jean's Catering, Inc.

ADDENDUM

The food service contract dated January 21, 2003 between the Naugatuck Housing Authority and Carol Jean's Catering, Inc. is hereby extended from December 31, 2011 to June 30, 2015 and shall remain in full force and effect in regards to all its terms and conditions with the exception of the price schedule. The new price schedule is as follows:

\$10.55 per meal from January 1, 2012 to June 30, 2012

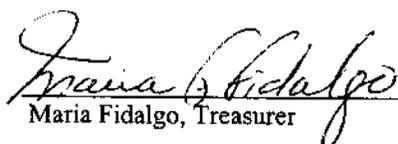
\$10.85 per meal from July 1, 2012 to June 30, 2013

\$11.15 per meal from July 1, 2013 to June 30, 2014

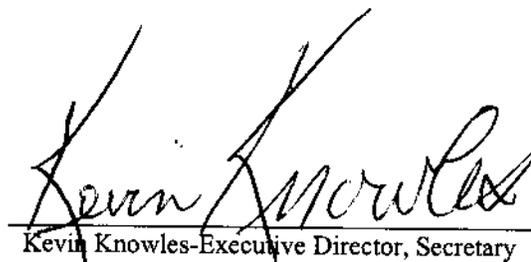
\$11.45 per meal from July 1, 2014 to June 30, 2015

- 8.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Taf to "Write Off" Tenants Account Receivable Vacated Balances. All unpaid balances shall be pursued and with the new PHAWeb system all tenants will be notified of past due amounts.

- 9.) **Voted:** Unanimously on a motion made by Commissioner Russell and seconded by Commissioner Fidalgo to adjourn the meeting at 1:05 p.m.



Maria Fidalgo, Treasurer



Kevin Knowles-Executive Director, Secretary