

**NAUGATUCK HOUSING AUTHORITY
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
MINUTES
April 29, 2015**

1. The special meeting of the Board of Directors of the Naugatuck Housing Authority was called to order at 10:03 am. by Chairperson Theresa Swanson. Said meeting was held at the Authority offices, 16 Ida Street, Naugatuck, CT.

The following were in attendance:

COMMISSIONERS:

Theresa Swanson, Chairperson
Joan B. Taf, Vice-Chairperson
Maria Fidalgo, Treasurer
Helen Borbas, Vice-Treasurer

Christine Warren, Executive Director
Michael Guyder, Guyder Hurley, CPA

2. Commissioner Swanson led the Pledge of Allegiance to the Flag.
3. **New Business:**

Oak Terrace Base Rent & Utility Allowance Increase: Discussion regarding the proposed Base Rent and Utility Allowance increases for Oak Terrace complex effective July 1, 2015. Proposed Rents: Efficiency: 379, 1 Bedroom: 394, Utility Allowances: Efficiency: 106, 1 Bedroom: 134.

Resolution # 299 was read by Chairperson Swanson.

VOTED: Unanimously by Roll Call Vote to Approve Resolution #299.

Guyder Hurley, CPA: Introduction of Michael Guyder, CPA of Guyder Hurley, CPA to Board of Commissioners. Their firm is finishing existing 1 year contract NHA has with John Sullivan, CPA. Discussion of plans to streamline accounts payable into existing PHA Web software the housing authority uses for tenant records and accounts receivable.

4. **Commissioner Comments:**

CommissionerTaf asked when Silent Watchman Alarm Company was coming to repair fire and call-for-aid repair on Building 4 at GBL I complex. Christine Warren informed her that the company was anticipating devices to be shipped this week. She will notify Board and tenants when the work is scheduled.

Chairperson Swanson noted that current payroll contract with "Bookkeeping Advantage" states that if we do not wish to renew, we need to notify company by September 2015. She reminded Christine Warren to do so and to check with vendor to see if contract can be extended to 3/31/2016 to cover 2015 end-of-year processing.

Chairperson Swanson asked if Union contract had been received yet. Christine Warren informed her that she was waiting for signed copies and will follow up with Labor Attorney and Union.

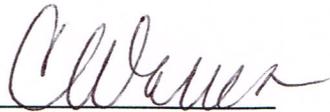
Commissioner Borbas informed the Board that there was a severe "urine" odor at GBLII Laundry room due to soiled laundry being washed. She understood that the residents had contacted the Health Dept. Christine Warren informed her that she had spoken to Valley Health Dept. about the issue and was working to resolve the issue appropriately. She will keep tenants and Board informed of progress.

5. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Helen Borbas to recess to Executive Session to discuss Executive Director contract at 11:35am. Christine Warren and Michael Guyder were excused.
6. **VOTED:** Unanimously on motion by Commissioner Taf and seconded by Commissioner Borbas to reconvene the meeting at 12:15 pm.
7. **VOTED:** 3 to 1 on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to offer Christine Warren a 5 year contract as Executive Director. Commissioner Taf opposed.
8. **VOTED:** Unanimously on motion by Commissioner Borbas and seconded by Commissioner Fidalgo to adjourn the meeting at 12:16 pm.

Respectfully submitted,



Theresa Swanson
Chairperson



Christine Warren
Executive Director-Secretary

On Wednesday, April 29, 2015 a vote was take on the following resolution:

RESOLUTION #299

APPROVING BASE RENT AND UTILITY INCREASES FOR OAK TERRACE
COMPLEX

WHEREAS, the Board of Commissioners of the Naugatuck Housing Authority approves an increase to base rent and utility allowances at the Oak Terrace complex.

WHEREAS, all parties have reviewed and agreed upon the following base rents and utility allowances effective July 1, 2015

Base Rent: Efficiency: \$379 One Bedroom: \$394
Utility Allowance: Efficiency: \$106 One Bedroom \$134

NOW THEREFORE BE IT RESOLVED, that the Naugatuck Housing Authority has approved the aforementioned base rents and utility allowances for Oak Terrace.

Results were as follows:

<u>VOTE</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Commissioner Theresa Swanson	✓	—	
Commissioner Maria Fidalgo	✓	—	
Commissioner Joan Taf	✓	—	
Commissioner Helen Borbas	✓	—	
Commissioner Juel Brinchman	—	—	absent

Resolution #299 Passed

Theresa Swanson

Theresa Swanson
Chairperson