

NEWINGTON HOUSING AUTHORITY

MEETING MINUTES of Meeting
September 7, 2016

Roll Call and Call to Order

Present: Melinda Harvey, Susan Robins, Constance Ayers, Gary Guyette, Ken Langille

Absent: Robert Counihan

Meeting called to order at 5:43 pm by Constance Ayers, Vice Chair

Melinda asked to add the following to the agenda under "old business": Parking lots, smoke Detector inspection and JP Maguire

Public Comment-

None

Annual HUD 5 Year Plan Review

Vicente Ithier from Imagineers came to review our annual plan submission to HUD. Basically everything is stable. We continue to have a wait list for our 30 vouchers and we are up to capacity. In addition he requested a Board Resolution regarding the HUD Civil Rights Certification. The Board of Commissioners resolved to have Melinda Harvey sign off on the Civil Rights Certification for HUD. Susan Robins made a motion, Gary Guyette seconded. The resolution passed. Melinda signed the Civil Rights Certification.

Approval of Minutes

A motion was made by Gary Guyette and seconded by Ken Langille to approve the July meeting minutes. Motion passed.

Financial Statements

Both the Operating Statement and bank balances were reviewed.

Financial report accepted.

Signing of Checks

Gary Guyette signed checks.

Correspondence

No Correspondence to report on

Executive Director's Report

-Melinda reported that she, Bob Counihan, and Sue Robins all attended the annual CONN NAHRO convention at the end of August at Mohegan Sun. Melinda also was a presenter at one of the break out seminars on Smoke Free Housing.

-Melinda presented the Unoccupied Unit policy and asked to have the board approve. The policy is not considered a major change in the lease but rather a clarification of what is intended by using the unit as the primary dwelling. The policy will be sent out to each tenant with an effective date of November 1, 2016. Ken Langille moved and Sue Robins seconded to approve the Unoccupied Unit Policy. Motion passed.

-SSHRRP grant update....still awaiting final bid document approval.

-Melinda reported that Jeannine Henneberger, our Resident Services Coordinator has given her three week notice. Her last day will be September 9. Melinda will have the opening posted on the CONN NAHRO website as well as the Hartford Courant.

- Melinda updated the Board that one of the more troublesome tenants had finally agreed to move out with a court stipulation. Two other tenants are under some kind of "discipline"..one with a Kappa Notice, the other with a Notice to Quit, both with non-financial lease violations.

-We were down to three vacancies...been a real roller coaster. Losing some of our older residents.

Old Business-

-Melinda reported that all three properties parking lots have been re-stripped and re-numbered.

-Annual smoke detector inspections will begin to take place in September.

-Melinda mentioned that JP Maguire approached with a commitment letter. There is no cost but we sign that if we have an emergency we call them first. In return we get preferential treatment. We do not have to use their contractors after initial emergency has passed. Melinda argued it was probably a win/win.

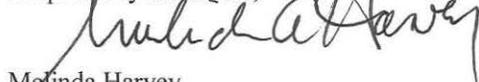
New Business

None

The meeting was adjourned by Connie at 6:36pm.

Next meeting scheduled for October 5, 2016 will be at 5:30 at Keleher Park

Respectfully submitted,



Melinda Harvey,
Executive Director



Robert Counihan, Chair, Susan Robins, Gary Guyette
Ken Langille, Constance Ayers
Melinda Harvey, Executive Director