

NEWINGTON HOUSING AUTHORITY

MEETING MINUTES of Meeting
December 7, 2016

Roll Call and Call to Order

Present: Melinda Harvey, Constance Ayers, Sue Robins, Robert Counihan, Ken Langille, Gary Guyette

Absent:

Meeting called to order at 5:31 pm by Robert Counihan

Sue Robins moved, and Ken Langille seconded that we move the discussion of the Contractor bids from under Executive Director's report to Old Business. Motion passed.

Public Comment-

None

Approval of Minutes

A motion was made by Sue Robins and seconded by Constance Ayers to approve the November meeting minutes. Motion passed.

Financial Statements

Both the Operating Statement and bank balances were reviewed.

Signing of Checks

Bob signed checks.

Correspondence

-Melinda reported that we had received a letter from HUD, that through an online audit they had a minor finding in the way Imagineers was reporting portable vouchers on the VMS system. Melinda followed up with Imagineers and they had made the changes desired by HUD, and had sent a letter to both HUD and the Housing Authority with that information.

Executive Director's Report

-The Radon Mitigation work at Cedar Village is completed.

-The items from the Cedar Village Fire Inspection (some fogged strobes and some Call for Aid issues) have all been resolved.

-Melinda reported that there have been concerns raised by the residents at New Meadow Village about vehicles speeding up through the driveway from the "newer" building, Meadow View. The people doing it have been asked to slow down. The residents signed a petition to have signs put up and speed bumps installed. Melinda has spoken to The Highway dept, the police dept, the town Planner and the Engineers. The land belongs to the Housing Authority, but there is an easement to allow the residents of the other building to drive through. Before we install speedbumps, the Police have asked for the license plates of the those speeding and will speak to them, Melinda will order some traffic speed signs making people driving through aware of traffic pulling out and if/when all else fails we will go back and re-visit speed bumps in the spring.

-The annual Resident's holiday party will be on Friday December 16th. Jim and Mary have done an amazing job getting donations from subcontractors and local businesses. Melinda hopes the Commissioners can stop in. The party is being held at the American Legion Hall.

-Melinda updated the board on any issues with tenants. We have two under Kappa notices for violating the smoking policy and one in court still working on the pre-trial issues.

Old Business-

-Laundry machines-Melinda sent the letter to CSC. They came and looked at all machines. They have evened out the rate of all machines, their new service guy came around to speak with us and they want to know if any machine is down for more than 2 days to let our representative know.

-After discussion, the board decided that the lowest bidder did not have the required previous experience and reviews were not good so we would not be awarding the bid to Northeast Building Group but go to the next low bidder, who happens to be BRD (did the Cedar Village Small Cities Project for us)..

Sue Robins made a motion, Ken Langille seconded that the NHA board award to the lowest responsible bidder (BRD) the contract for our SSHRP grant and loan renovation work. The motion passed. Melinda will find out next steps from the Consultant



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

New Business

-Gary Guyette made a motion, Sue Robins seconded to do bonuses for Jim and Melinda. Since Mary only started in mid-October, they decided to pass on the bonus this year.

-Elections were held, with the following results:

Robert Counihan-Chair, Constance Ayers-Vice Chair, Gary Guyette-Treasurer, Ken Langille-Ast. Treasurer, Sue Robins-Ast. Treasurer

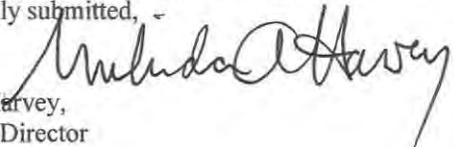
Melinda handed out the 2017 meeting schedule.

Ken Langille made a motion and Constance Ayers seconded to adjourn the meeting.

The meeting was adjourned by Robert at 6:43pm.

Next meeting scheduled for January 4, 2017 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