

# NEWINGTON HOUSING AUTHORITY

MEETING MINUTES of  
December 2, 2015

## Roll Call and Call to Order

Present: Melinda Harvey, Robert Counihan, Gary Guyette, John Schultz, Constance Ayers

Absent: Susan Robins

Meeting called to order at 5:32 pm by Bob Counihan.

## Public Comment- None

**Add to Agenda: Under New Business: Meeting dates for 2016 and Holiday Bonuses**

## Approval of Minutes

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

## Financial Statements

Both the Operating Statement and bank balances were reviewed.

There was a motion by John Schultz and seconded by Gary Guyette to have a Board Resolution to accept the 2016 Management Plan as approved by CHFA. SoResolved.

## Signing of Checks

Bob Counihan counter signed checks.

## Correspondence

- The final Commitment letter from CHFA was received by Melinda.

## Executive Director's Report

- Melinda reported that we are a "green light" for the Solar Panels. All paperwork has been signed and submitted. An engineer assigned to the project will be by to look at all roofing for the final go ahead and should be scheduled soon
- The Cedar Village construction has a few "punch" items still open, grab bars in the handicap bathrooms, exterior light fixtures and some exterior doors. Some training on the new heating system will also be scheduled.
- Approximately \$300.00 was made at the Pre-Thanksgiving bake sale. Proceeds go towards offsetting expenses for the Holiday party.
- A reminder that the holiday party is Friday December 11 at 1:00pm. All Board members are invited.

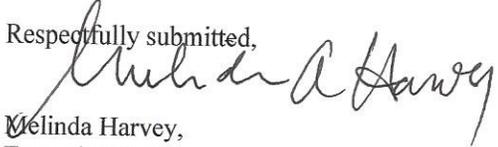
## Old Business-None

## New Business

- Motion was made by John Schultz and seconded by Gary Guyette to approve the 2016 meeting schedule. Motion was passed. Melinda will forward on to Tanya Lane in the Town Clerk's office.
- Melinda was excused while the board went in to Executive Session for a discussion of annual holiday bonuses for the staff. A motion was made by Gary Guyette, seconded by Constance Ayers to do bonuses for the staff. Motion was passed. Board came out of Executive Session.

A motion to adjourn was made Robert Counihan, seconded by Gary Guyette to adjourn. Meeting was adjourned at 6: 35.

Respectfully submitted,

  
Melinda Harvey,  
Executive Director



Robert Counihan, Chair, Susan Robins, Gary Guyette  
John Schultz, Constance Ayers  
Melinda Harvey, Executive Director