

# NEWINGTON HOUSING AUTHORITY

MEETING MINUTES of Meeting

July 6, 2016

## Roll Call and Call to Order

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

Absent:

Meeting called to order at 5:05 pm by Robert Counihan, Chair

## Public Comment-

None

**Sue Robins motioned and Ken Langille seconded to add "Unoccupied Unit Policy" under New Business**

## Approval of Minutes

A motion was made by Constance Ayers and seconded by Ken Langille to approve the June meeting minutes. Motion passed.

## Financial Statements

Both the Operating Statement and bank balances were reviewed.

Financial report accepted.

## Signing of Checks

Bob Counihan signed checks.

## Correspondence

No Correspondence to report on

## Executive Director's Report

-Melinda updated the board on the Cedar St. renovation project. The exterior unit lighting was finally installed, we are just waiting on the extra inventory we are owed to wrap up the project.

-Due to the additional requirements by CHFA (Alta survey) which lead to a delay in getting the bids out, we amended the original commitment letter to CHFA for our loan closing.

-We had to apply for an extension for our audits due June 30, 2016 for the years ending 2014 and 2015. Our auditor has not been able to complete the task in time. The extension is good until the end of July..

-The recerts are all complete except for one person. They have received a letter stating they are not in compliance with their lease.

-Melinda updated the board on a few tenant issues. We still do not have a court date on the individual that has been through the Grievance Process and is under eviction.

-Melinda has rented another two units. We are down to 6 open units.

## Old Business-

## New Business

Melinda introduced the subject of having an Unoccupied Unit Policy. Our lease states that the unit must be occupied and the sole dwelling, but does not define what "occupied" means. We currently have a resident who has been in a nursing home for a year and a half who occupies an accessible unit. Most Housing Authorities have a policy on how long an occupant can be away from their unit. Melinda will make a recommendation to the board for vote at the September meeting.

The meeting was adjourned at 5:47pm.

**Next meeting scheduled for September 7, 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