

NEWINGTON HOUSING AUTHORITY
MEETING MINUTES
August 4, 2010

Roll Call and Call to Order

Present: Steve Karp, Rita Golden, Gary Guyette and Melinda Harvey, Director,
Absent: Kevin Mason and Colleen Kornichuk

Meeting held in the Sr. and Disabled Community Center

The Chair called the meeting to order at 5:38pm.

Public Comment

No public comment.

Approval of Minutes

There was a motion to approve the minutes of the June 2, 2010 meeting, made by Gary Guyette and seconded by Rita Golden. Motion passed.

Financial Statement

-The Financial Statement reflected all balances through June 30, 2010.
No questions on the finances.

Signing of Checks

No checks to be signed.

Correspondence

CHFA Management Plan is due by October.

Director's Report

- The Cedar Village Cabinet installation is halfway complete. We have 5 more units to go. The new cabinets look really good. A few bumps with the first installations but we seem to be in sync now.
- Melinda has Keith Murphy Construction working on the doors and door rot at Cedar Village. In preparing to have the doors painted we found lots of rot, window lights with blown seals and door and door closers not working properly. Once that is complete Shawn will repaint the doors.
- Vacancy turnover is quite high. We have had a number of deaths and several residents unable to return after nursing care. Melinda is trying to turn over the apartments and set up interviews as quickly as possible. There are currently 6 openings with three scheduled for residents in the next month.
- Melinda is working with Elliot Lane to come up with a pet policy. The policy would be to cover the pets already on premises not change the overall policy of "no pets".
- Melinda updated the Board on ongoing legal issues involving tenants.
- Melinda questioned whether we needed to have a plowing contract set up for 6 months of the year. Perhaps November 1- March 30 and then pay per snow storm for April.
- Melinda will open the application/waitlist process in September. We have many people on the list but none seem to be ready to move when we have openings.
- Melinda will be working with Management Computer Service and Bob Counihan to convert our Accounts Payable for October 1, thereby moving all of the old processes onto the new software.

-Now that Bob Counihan is retired from East Hartford, Melinda has asked him to help her with some payroll issues and processes.

-The audit has begun and should be complete by the end of August.

Old Business

-Steve wanted to go over the results from the Tenant Survey. Overall he was pleased and there are some areas we can continue to look at to improve. Steve would like a more in-depth discussion with the full board.

New Business

-A previous tenant is suing the Town and Housing Authority for injuries he claimed he sustained back in 2008 when he fell due to a handrail coming off the wall.

-Melinda will be setting up a meeting with CL&P to see if we can benefit from the WRAP program.

-Melinda had a new devise that a vendor dropped off that was supposed to help cut down on the use of hot water in the shower. The board decided to pass at this time until it has been tested and proved efficient. Rita Golden made a motion to dismiss which was seconded by Gary Guyette. The meeting was adjourned at 6:40pm.

Respectfully submitted:

Melinda Harvey

Executive Director