

NEWINGTON HOUSING AUTHORITY
MEETING MINUTES
December 2, 2009

Roll Call and Call to Order

Present: Steve Karp, Rita Golden, Kevin Mason, Colleen Kornichuk, Melinda Harvey, Director

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

Public Comment

No Public Comments

Approval of Minutes

Motion to approve the minutes as written of the November meeting was made by Rita Golden and seconded by Steve. All approved.

Financial Statement

- The account at Bank of America was finally closed and we received a check for the balance which was deposited into the Webster Bank account.
- No November balances yet. Statements arrive mid-month.
- Signing of checks and discussion of old tenant account balances...Melinda will print out for next meeting. Discussion held that some balances over a year will be wiped clean off the books after review at January meeting.

Correspondence

- Received letter from Town that as of June of 2009, agenda and minutes must be posted on town's website.
- The schedule of meetings for 2010 was submitted for approval by Melinda before posting at our three sites and submitted to the town. Motion to approve was made by Kevin Mason, seconded by Rita Golden and was approved.

Director's Report

- Melinda continues to work with the attorney regarding the on-going eviction issues at Keleher and New Meadow.
- No more information in regards to the RSC legal issue.
- Window replacement at Keleher ought to begin on December 3 and be complete by the holidays. They ought to take approximately 14 business days weather dependent.
- Vacancy update. There is currently one vacant unit at Keleher, another coming up the end of December. Melinda will be contacting those on the wait list to fill vacancies.
- The NHA holiday party is scheduled for 12/18 at the Senior and Disabled Center. Good response from tenants and need a head count from the Board of Commissioners who will attend.

Old Business

None

New Business

Melinda would like approval to have the entry doors of the Community Buildings at Keleher and Cedar to be set up as automatic doors for handicap access and to put us in compliance with the ADA. The New England Door company has given a reasonable quote and can get them done within a few weeks.

-Melinda asked that the Board approve time off for her in July as she will be leading a Habitat for Humanity Global Village Team to Kenya and will be gone ~3weeks. Maryann Murphy has agreed to oversee the HA in Melinda's absence.

-Melinda asked that she be able to hire Maryann Murphy to assist with the re-certifications which will commence in February.

-Discussion regarding the newly passed (online vote of Board taken by Steve Karp on November 20-22, 2009) Housing Authority Grievance Policy. Question regarding does the Tenant Commissioner have to be the person in Step Two or can it be another Commissioner. Melinda will check with the State job description and with the attorney.

Executive Session

Steve Karp went into Executive Session briefly...and out again to discuss a personnel matter.

Meeting was adjourned at 6:59 p.m.

Respectfully submitted:

Melinda Harvey

Executive Director