

NEWINGTON HOUSING AUTHORITY
MEETING MINUTES
May 5, 2010

Roll Call and Call to Order

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

Meeting held in the Community Building at Cedar Village

The Chair called the meeting to order at 5:40pm.

Public Comment

No public comment. No public attendance.

Approval of Minutes

There was a motion to approve the minutes made by Rita Golden, seconded by Colleen Kornichuk. Motion passed.

Financial Statement

- No bank statements for April had yet arrived. No regular financial statement.
- Melinda reviewed the 1st quarter financials. Net loss for the quarter is: (7,012.93). This is not unusual at the end of the 1st quarter to be in the red due to the winter utilities, snow removal, etc. Last year at the end of the 1st quarter we were at (17414.69). Melinda highlighted some of the areas we are ahead and behind budget.
- Melinda also reported that she spoke to TD Bank and let them know we did not get info on our CD which rolled over in December. TD Bank is setting up a Liquid Assets account at .45% for one year and then we can decide what to do after that.
- Melinda went to Webster Bank and set up a 2 year CD for 1.74% as it was a better rate than the 1 year and we have another CD maturing in 2011 if we need to have access to funds along with the liquid assets account at TD Bank.

Signing of Checks

- Checks signed by Rita Golden.

Correspondence

- Melinda reviewed three pieces of correspondence received. The first one from the DECD which let us know that the check for the RSC payment was being sent, the second is from the Hartford HUD office letting us know that our SEMAP score is 104% for the year and the third from a towing company who will tow cars for us if needed free to us.

Director's Report

- Melinda reported that she met with Sandy from Martin Cabinets and they have started measurements and will target for the first of June to begin installing the new cabinets at Cedar Village.
- Melinda reviewed the current vacancies and those coming up. We had several people not returning from nursing homes and two recent deaths. Melinda is trying to get all the units quickly turned over.

-The second part of the conversion from CHAS to PHA-Web is scheduled for the end of May. At that time we will move over the tenants' accounts receivables. The final phase of Accounts Payables will be scheduled sometime after that.

-Maryann has almost completed the Re-Certification process with a handful still remaining due to illness, travel, etc. All but 5 are complete. As an aside, the average increase would look to be more like \$30 per month per household for a potential rent increase over the year of approximately \$35,000.

-Melinda contacted the town about moving one of the dumpsters at Cedar Village. In the circle, there is a recycling dumpster near building #316 and across the driveway a rubbish/trash dumpster that is not as used as the other one on premises as it is out of the way. The town has approved the moving of the rubbish/trash dumpster next to the recycling dumpster for easier access for residents and enables us the opportunity to put a fence around them as well.

-Melinda will be going to the Regional Market to pick up new shrubs to beef up Keleher and New Meadow.

- The next meeting is scheduled for June 2, at Keleher and the July meeting would be on July 7. Melinda will be away for the July scheduled meeting and inquired if we ought to move it ahead one week to June 30th (still 4 weeks after the June 2nd meeting). It was asked if we needed to have a July meeting. Will schedule the June 30th and cancel if not needed.

Old Business

-Steve has not yet located the tenant survey. He will try to remember to do that. Melinda will run off return envelopes and tenant labels.

New Business

-Melinda brought up a salary increase for the Executive Director position. It was noted that Bob Counihan had budgeted a \$2000.00 increase as of January 1. We obviously have saved some as not moving forward with an increase for the first or second quarter. Colleen made a motion, Rita seconded, motion passed to increase the Executive Director's salary by \$2000.00. The increase will go into effect on June 1.

Meeting went into Executive session briefly and then meeting was adjourned at 6:15pm.

Respectfully submitted:

Melinda Harvey

Executive Director