

Housing Authority Minutes Dec 6 2016 minutes

The REGULAR meeting of the LHA was held on Tuesday, Dec. 6, 2016 at 4:30 PM at the Curtis, 6 Main St.

- The meeting was called to order by Chairman C. May at 4:30 PM.
- Roll Call: Present – C. May, Chairman/State Appointee

M. Pero, Vice Chairman D. Kirby, Treasurer
T. Sorrentino, Jan Ward Members
M. Joyner, Exec. Dir. Absent/Others -None

- Agenda:
 - Tenant Forum – No requests
 - b. Minutes – November Regular meeting
J. Ward made the motion to accept Nov. regular minutes, D. Kirby seconded. All in attendance voted in favor. Approved minutes will be forwarded to town website
 - c. Curtis Commercial space
No transfer was made to 4001 (elderly); the 11/30/16 balance was \$81,503.95.
 - d. Accounts Payable
The Oct. balance sheets were presented for review. FY'16 Yearend statements were reviewed – all members present signed required certification. No transfer was made to 4001 (Elderly) from the 689 (handicap), 4001 (Elderly) current balance approximately \$97,924.00, The 689 (Handicap) 11/30/16 balance was \$ 80,862.04 (no interest).
 - f. Old Business
Exec. Dir. resumes deadline 12/1 –board discussed hiring process, job description from DHCD. CORI only for person offered position, # resumes received, interviews to be conducted in open meeting, questions to be asked of each, and an application will be given to each interviewee.
Some board members having issues with new email addresses – will continue to send to old email addresses until their issues are resolved.
 - g. Turnure Terrace
Heat detector replacement in each apartment and community building will be completed in a few days.
 - Vacancies

Curtis/0, TT/2 offline, Families/0
 - New Business

Fenton, Ewald & Assoc contract was reviewed/accepted. The monthly fee increased 2.5% (3% allowed) to \$806.00.The Exec. Dir. signed and one executed copy will be returned to Fenton, Ewald, & Assoc.
Att. PM LaFore contract was reviewed/accepted. Monthly fee of \$125.00 is unchanged.
West St. roof bids are being reviewed, Exec. Dir. needed clarification on bid instructions concerning 1.03 Selection Criteria. Only one bid included this required information. Once clarification is received a recommendation for awarding the bid will be presented to the board.
C. May will resend the five questions for the modified performance evaluation for Exec. Dir. as no members received them.
Board members will answer and return to her asap.

4. C. May adjourned the meeting at 6:25 PM.

Respectfully Submitted,

Martha Joyner, Secretary/Executive Director

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