The Regular meeting of the Board of the WEST HAVEN HOUSING AUTHORITY dba SAVIN ROCK COMMUNITES was held on February 27, 2018 at Meadow Landing,

397 Meadowbrook Court, West Haven, CT 06516.

Chairwoman Paine called the meeting to order at 8:12 AM.

Present were: Chairwoman Paine, Vice Chairman O’Connor, Commissioner Nugent, Commissioner Orio and Commissioner Mooney. Also, in attendance were West Haven Housing Authority Executive Director John Counter, Attorney Kravetz of Susman, Duffy & Segaloff, Tom Pistilli of Simione & Macca & Larrow LLP and Douglas Ruickoldt, Board member of Savin Rock Communities, Inc. Bin Wang, Eric Stokes, and Jessie Fennell of West Haven Housing Authority were also in attendance.

Absent and Excused: None

1. **Approval of the Minutes**

Chairwoman Paine called for a motion to approve the minutes of the January 30, 2018 Special meeting minutes. Commissioner O’Connor made the motion. Seconded by Commissioner Mooney. All in Favor. Motion carried unanimously.

1. **Committee Reports**

Finance Committee:

Executive Director John P. Counter provided the Board with an update on the finance committee meeting that took place previous to this meeting. Mr. Counter informed the Board there was an increase in operating subsidy, public housing rental income has stayed about the same. Commissioner Orio informed the board that during the finance committee meeting thorough review of expenses and subsidy was provided. Mr. Counter proposed a retreat in April with all Board members to discuss operational and strategic planning.

Chairwoman Paine called for a motion to approve the FY 2019 budget. Commissioner Mooney made the motion. Seconded by Commissioner Orio. All in favor. Motion carried unanimously.

Personnel Committee

Executive Session

Development Committee

None.

1. **Executive Director Report**

Mr. Counter shared with the Board the public and leased housing management indicators and the unit turnover, as well as work order turn-around time for completion. All are well within HUD standards.

Attorney Kravetz provided the Board with a draft of the housing authority’s record retention policy. After further discussion about destroying documents after a certain time frame, based on state law. The Board would like to review the proposed policy and will defer approval of the policy at the next Board meeting.

Mr. Counter informed the Board of the housing authority’s new trade name that has been filed with the city. A copy of the certificate of the trade name was provided to all Board members.

1. **Legal Counsel**
2. **Executive Session**
3. **Unfinished Business**
4. **New Business**
5. **Executive Session**

The Board entered into Executive Session at 8:27 AM. The Board came out of Executive Session at 9:50 AM.

1. **Possible action on executive session issues**

Chairwoman Paine called for a motion to authorize John Counter to execute the Release of Judgement Lien regarding the Miconi Property. Commissioner Mooney made the motion. Seconded by Commissioner O’Connor. All in favor. Motion carried unanimously.

Chairwoman Paine called for a motion to amend the Personnel contract be approved as presented. Commissioner O’Connor made the motion. Seconded by Commissioner Mooney. All in favor. Motion carried unanimously.

Chairwoman Paine called for a motion to approve the recommendation of the Personnel Committee that the Executive Director compensation for FY 2019 remain the same per the contract from the previous year. Commissioner Mooney made the motion. Seconded by Commissioner O’Connor. All in favor. Motion carried unanimously.

1. **Adjourn meeting:**

As there was no other business to come before the Board, Chairwoman Paine adjourned the meeting at 9:51 AM.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John P. Counter

Executive Director / Secretary