

MINUTES OF MEETING

TOWN OF LINCOLN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

October 28, 2004

The meeting was called to order at 6:30 PM by Chairman Joseph Garvey at the Manville Manor Community Room, 155 Church Street, Manville, Rhode Island.

PRESENT:

Joseph Garvey, Chairman; Rita Turcotte, Vice Chairman; Lois Bryant, John Rowan and William Peppes, Commissioners. Also in attendance were Aime J. Brissette, Executive Director, and Thomas J. Fay, Legal Counsel.

ABSENT:

Robert Turner, Sr., excused, and Arthur Fletcher, excused.

APPROVAL OF MINUTES:

The Minutes of the September 16, 2004, Regular Meeting were reviewed. A motion to accept the Minutes as presented was made by Ms. Turcotte and seconded by Mr. Peppes. The motion was approved unanimously.

SECRETARY'S REPORT:

The Executive Director reported that there were 18 new applications

received last month for elderly housing. There were no move-ins or move-outs. The waiting list is currently being reviewed. There are 110 participants in the Housing Choice Voucher Program, and 86 names on the waiting list.

The Lincoln Manor Community Room renovations are nearing completion, and the room will be ready for use as a voting location for the November 2 .

REMARKS FROM THE PUBLIC:

None noted.

UNFINISHED BUSINESS:

The Chairman indicated that a vote to amend the LHA bylaws received initial approval last month and required a final vote. A motion to approve the LHA bylaws as presented and amended last month was made by Ms. Turcotte and seconded by Mr. Peppes. The motion was approved by a vote of 2 to 1. Approve: Ms. Turcotte and Mr. Peppes. Nay: Mr. Rowan.

The Chairman indicated that the next item of business was a loan to NHAHI. A motion to table the request for a loan since the 501(c)3 application has not yet been submitted to the IRS was made by Mr. Rowan and seconded by Mr. Peppes. The motion was approved unanimously with Ms. Turcotte, Chairman of the NHAHI, abstaining.

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NEW BUSINESS:

The Chairman indicated that the next item of business was approval of the amended Procurement Policy. A motion to approve the amended Procurement Policy was made by Mr. Rowan and seconded by Ms. Turcotte. The motion was approved unanimously.

The Chairman indicated that the next item of business would be the selection of a date for an off-site training retreat for staff and Commissioners. After lengthy discussion, a motion to approve on-site training for the staff and postpone Commissioner training until January, 2005, was made by Mr. Rowan and seconded by Ms. Bryant. The motion was approved unanimously.

The Chairman indicated that the next item of business would be the confirmation of meeting dates for November and December. After discussion, a motion to hold the next meeting on November 18 at Manville Manor and the December meeting on the 16th at Lincoln Manor was made by Mr. Rowan and seconded by Ms. Bryant. The motion was approved unanimously.

The Chairman indicated that the next item would be the scheduling of a holiday dinner. The Executive Director was asked to contact Giancarlo's and arrange a suitable date.

The Chairman indicated that the next item of business would be a Resolution to adopt IRS Publication 502 into the Medical Deductions Policy. A motion to adopt a Resolution to adopt IRS Publication 502 into the Medical Deductions Policy was made by Mr. Rowan and seconded by Ms. Bryant. The motion was approved unanimously.

(RESOLUTION NO. 552)

The Chairman indicated that the next item of business would be a Resolution to adopt HUD UIV policies into the Admissions and Occupancy Policy. A motion to adopt a Resolution to adopt HUD UIV policies into the Admissions and Occupancy Policy was made by Mr. Rowan and seconded by Mr. Peppes. The motion was approved unanimously.

(RESOLUTION NO. 553)

The Chairman indicated that the next item of business would be a Resolution to amend the Wait List Policy. A motion to adopt a Resolution to amend the Wait List Policy was made by Mr. Rowan and seconded by Ms. Bryant. The motion was approved unanimously.

(RESOLUTION NO. 554)

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ADJOURNMENT:

There being no further business, a motion to adjourn the meeting at 7:45 PM was made by Mr. Rowan and seconded by Ms. Bryant. The motion was approved unanimously.

Respectfully submitted,

Patricia A. Martins

Recording Secretary of the Board

Board Secretary