

MINUTES OF MEETING

TOWN OF LINCOLN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

November 18, 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; Lois Bryant, Arthur Fletcher, William Peppes, John Rowan and Robert Turner, Sr., Commissioners. Also in attendance were Aime J. Brissette, Executive Director, and Rebecca Dawes, Assistant Director.

ABSENT:

Rita Turcotte.

APPROVAL OF MINUTES:

The Minutes of the October 28, 2004, Regular Meeting were reviewed. A motion to accept the Minutes as presented was made by Mr. Turner and seconded by

Mr. Fletcher. The motion was approved unanimously.

A motion to accept the Minutes of the September 16, 2004, Executive Session as presented was made by Mr. Rowan and seconded by Ms.

Bryant. The motion was approved unanimously.

SECRETARY'S REPORT:

The Executive Director reported that there are 258 names on the public housing waiting list. There were 16 new applications received last month. There is one vacancy. There are 108 participants in the Housing Choice Voucher Program and 86 names on the waiting list.

The Executive Director, Assistant Director and Superintendent of Buildings & Grounds are scheduled to attend a Dower Seminar on December 1.

The Executive Director mentioned that the possibility of establishing a state-wide centralized waiting list is being explored. A feasibility analysis may be conducted in the near future, and, if so, the LHA will be assessed a portion of the fee. The Executive Director will request approval for such an expenditure if required.

REMARKS FROM THE PUBLIC:

None noted.

UNFINISHED BUSINESS:

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

unanimously.

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

(RESOLUTION NO. 552)

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

(RESOLUTION NO. 553)

The Chairman indicated that the next item of business would be the final approval of a Resolution to amend the Wait List Policy. A

motion to approve a Resolution to amend the Wait List Policy was made by Mr. Rowan and seconded by Mr. Peppes. The motion was approved unanimously.

(RESOLUTION NO. 554)

NEW BUSINESS:

The Chairman indicated that the next item of business would be the removal of refrigerators from inventory. A motion to remove 69 refrigerators from Books of Account was made by Mr. Rowan and seconded by Mr. Turner. The motion was approved unanimously.

The Chairman indicated that the next item of business would be the change of start time of the December 16 meeting of the Board of Commissioners to 6:00 PM to accommodate the holiday dinner. A motion to change the start time of the December meeting to 6:00 PM was made by Mr. Rowan and seconded by Mr. Turner. The motion was approved unanimously.

The Chairman indicated that the next item of business would be the approval of an expenditure for gift certificates. A motion to purchase gift certificates for residents as has been done in previous years was made by Mr. Rowan and seconded by

Mr. Fletcher. The motion was approved unanimously. (Ms. Bryant recused herself from the vote.)

The final item of business was the adoption of a Resolution to submit

the Management Operations Certificate for FY2004. A motion to adopt a Resolution to submit the Management Operations Certificate for the Fiscal Year ending September 30, 2004,

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was made by Mr. Turner and seconded by Mr. Rowan. The motion was approved unanimously.

(RESOLUTION NO. 555)

ADJOURNMENT:

There being no further business, a motion to adjourn the meeting at 7:00 PM was made by Mr. Turner and seconded by Mr. Fletcher. The motion was approved unanimously.

Respectfully submitted,

Patricia A. Martins

Recording Secretary of the Board