

**CENTRAL FALLS HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING OF AUGUST 20, 2004**

Roll Call: The Central Falls Housing Authority Board of Commissioners

Met on Friday, August 20, 2004 in the training room at Forand Manor, 30 Washington Street, Central Falls, Rhode Island. Commissioner Thomas Cawley called the meeting to order.

**Present: Chairman Thomas Cawley
Commissioner Sister Mary Gibson
Commissioner Gladys Burns
Commissioner Edward Collins
Commissioner Albert Laroche**

**Also present: Edward A. Roderick, Executive Director
Attorney Raymond Marcaccio
Diane Miller, Admin. Assistant**

Minutes of

Meeting: The minutes of the regular meeting of July 23, 2004, were reviewed by the Board. It was requested that the minutes be amended to reflect the change in the personnel policy. Motion to accept and

place on file made by Commissioner Sister Mary Gibson, second by Commissioner Edward Collins. Unanimous.

Expenditures: The board reviewed the expenditures for July 2004. Motion to accept for payment made by Commissioner Sister Mary Gibson, second by Commissioner Edward Collins. Unanimous.

Correspondence: Invitation to NAHRO'S 2004 National Conference and Exhibition was extended to the Board. Membership applications were given to the Board Members.

Milne, Shaw & Robillard, P.C. balance sheets as of May 31, 2004 were reviewed by the Board.

Motion to accept correspondence made by Commissioner Sister Mary Gibson, second by Commissioner Gladys Burns.

Executive Director's

Report: Department of Leasing & Occupancy

Section 8 Monthly Update – The Board reviewed Viana DeCastro's monthly update. Rents are at 97%.

Public Housing Monthly Updates – The board reviewed Ron Bachand's monthly update.

Housing Inspector's Update was reviewed.

Department of Maintenance – The board reviewed Dick Chagnon’s monthly update.

Capital Fund Update – The Board reviewed Moe Brousseau’s Vacancy Prep Report and Modernization Report. The vestibule project will be starting in a few weeks.

Administrative Report – The School Street appraisal of the parking lot for \$37,000 was reviewed and approved by Commissioner Gladys Burns and second by Commissioner Edward Collins. A motion was made to authorize the sale to the Housing Authority for the appraised price by Commissioner Gladys Burns, second by Chairman Thomas Cawley.

Personnel Issues: Christine Allan has not returned from a medical leave of absence and has extended the time until after Labor Day. She will be required to have a physical examination by a doctor approved by the Housing Authority to determine her ability to return to work.

Diane Miller has completed her probationary period and has taken on additional duties. A 5% salary increase was requested. Commissioner Sister Mary Gibson approved the motion, second by Commissioner Gladys Burns.

Executive Director’s report motion to approve by Commissioner Sister Mary Gibson, second by Commissioner Gladys Burns.

New Business: Architect and Engineering Bid

Bids were accepted for re-roofing of Forand Manor. The bid will be awarded to Catelluci based on previous work and experience with our buildings. Motion to approve by Commissioner Edward Collins, second by Commissioner Gladys Burns.

Installation of Backflow Equipment

Pawtucket Water Supply Board is requiring the Housing Authority to install backflow protectors on our buildings.

The contract will be awarded to RED HED Supply.

Motion to approve by Commissioner Sister Mary Gibson, second by Commissioner Edward Collins.

The next Board meeting is scheduled for Wednesday, September 15,

2004. The Board meetings for the remainder of 2004 will be Friday, October 15, 2004, Friday, November 19, 2004 and Friday, December 17, 2004.

Adjourn: Motion to adjourn made by Commissioner Edward Collins, second by Commissioner Sister Mary Gibson. Unanimous.