

**CENTRAL FALLS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes**

**August 15, 2007**

**Call to Order**

**Chairperson, Mr. Robert Salisbury called the meeting to order at 4:14 p.m.**

**Present were: Robert Salisbury, Chairperson**

**Sister Mary Gibson, Commissioner**

**Albert Laroche, Commissioner**

**Gladys Burns, Commissioner**

**Charles Coelho, Commissioner**

**Also present: Robert Girouard, Executive Director**

**Susan Levasseur, Administrative Assistant**

**Excused: Domenic Butler, Director of Operations**

**Raymond Marcaccio, Attorney**

### **Approval of Minutes**

**Gladys Burns motioned to accept the minutes of the July, 2007 meeting collectively, Charles Coelho seconded and so it was voted 5-0.**

### **Approval of Expenditures**

**Gladys Burns motioned to accept the Expenditures for July 2007, seconded by Albert Laroche, and so it was voted 5-0.**

### **Administrative Report**

**Robert Girouard, Executive Director, discusses with the Board some of the things that will be happening in the next few months at the Housing Authority. Bill Blanchett from HUD will be coming to the office to go over the Asset Based Management Plan that will take effect in October.**

**Dan Robillard our fee accountant will also be going over the budgets as well and they will be presented to the board. Health Insurance fees**

have increased once again and we have provided the board with the breakdown of those increases. We received two proposals for the Occupancy Patterns, Mr. Girouard is recommending Mapplan Associates. This company has been successful in this area in the past.

**Procurement Policy Revision:** In the past HUD has placed a cap on procurement of \$15,000.00. Any projects that would cost in excess of that amount would have to be advertised. However, HUD has changed the status on this amount giving us permission to move forward on projects up to \$100,000.00, as long as we solicit three different companies.

**BOARD APPROVAL:** Policy to reflect change of \$100,000.00 from \$15,000.00 before advertisement has to take place on any and all projects. Motion to move to approve revision of Procurement Policy made by Albert Laroche, seconded by Charles Coelho, and so it was voted 5-0.

**BOARD APPROVAL:** Motion by Albert Laroche to award Mapplan Associates a contract for the Occupancy Allocation Plan, seconded by Gladys Burns and so it was voted 5-0.

**BOARD RESOLUTION:**

**Project Based Vouchers: To amend our policy to reflect 25% of our portfolio will be set aside for project based vouchers.**

**Old Business**

**None at this time**

**New Business**

**The Emergency Management Agency has shown interest in the use of our roof tops to place a dish on the roofs for their communication systems. The board at this time decides to have the director research this matter a little further before approving.**

**Executive Session**

**None at this time**

**Adjourn**

**Motion to adjourn made by Albert Laroche, seconded by Sister Mary Gibson at 5:24 p.m.**

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