

**MINUTES OF REGULAR MEETING
OF THE WARWICK HOUSING AUTHORITY**

February 26, 2018

The Commissioners of the Warwick Housing Authority met in regular session at Shawomet Terrace, 1035 West Shore Road, Warwick, Rhode Island, on Monday, February 26, 2018, at 4:30 PM. The Chairman called the meeting to order at 4:30 PM, and upon roll call, those present and absent were as follows:

PRESENT: Commissioner Quirk

Commissioner Doorley

Commissioner D. Quirk

Commissioner Benson

ABSENT:

ALSO PRESENT: Michael S. Lyckland, Executive Director

Julie Finn, Deputy Director

Everett O'Donnell, Director of Maintenance

K. Joseph Shekarchi, Attorney

The Chairman declared a quorum present.

NOTICE OF REGULAR MEETING

**NOTICE OF REGULAR MEETING TO THE
COMMISSIONERS OF THE WARWICK
HOUSING AUTHORITY**

**Notice is hereby given that a Regular Meeting of the Board of
Commissioners of the Warwick**

**Housing Authority, Warwick, Rhode Island, will be held at Shawomet
Terrace, 1035 West Shore**

**Road, Warwick, Rhode Island, at 4:30 PM, on Monday, February 26,
2018, for the following purposes:**

WARWICK NON-PROFIT HOUSING CORPORATION

PROGRESS REPORT – SECTION 8 PROGRAM

PROGRESS REPORT – PUBLIC HOUSING

ADMINISTRATIVE MATTERS

J. WILLIAM QUIRK, CHAIRMAN

Dated this 20th day of February, 2018.

**I, Michael S. Lyckland, the duly appointed, qualified and acting
Secretary of the Warwick**

**Housing Authority in the City of Warwick, Rhode Island, do hereby
certify that on February 20, 2018, I served in a manner provided in the
By-laws of said Authority, upon each of the Commissioners of said**

Authority named in the foregoing Notice of Regular Meeting, a true and correct copy of the foregoing Notice of Regular Meeting.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 20th day of February, 2018.

Secretary

A motion was made by Commissioner D. Quirk, seconded by Commissioner Benson, to approve the minutes of the January 22, 2018 meeting.

WARWICK NON-PROFIT HOUSING CORPORATION

The Executive Director advised the Board that he had nothing to report on the Non-Profit.

SECTION 8 PROGRESS REPORT

Section 8 Housing Choice Vouchers: As of February 1, 2018, there are 197 Housing Choice Vouchers under contract. There are also 20 port-ins.

Kent Center Property: The Executive Director discussed with the Board the situation with a Kent Center property that is being assisted

under the Section 8 housing choice voucher program. Diana Dumin, Director of Housing for the Kent Center advised the Executive Director that the unit is also participating in the HOME program through Rhode Island Housing and that it has been receiving more rent than is allowed under the HOME program. The Kent Center is now required by RIH to return the overpayment to the Authority. The overpayment totals \$14,894.00. Ms. Dumin has returned the funds to the Authority but has requested that the Authority refuse the payment and return \$12,896.00 to the Kent Center. After discussion, the Board felt that the overpayment should be returned to the Authority and used to assist other families. The Executive Director agreed to contact the Boston HUD office to inquire what the proper procedure would be to resolve the matter.

Section 8 FSS Grant: The Executive Director advised the Board that the Authority has been awarded an FFS Coordinator grant for 2018 but has been unable to accept it. It appears that the grant was awarded mistakenly to the West Warwick Housing Authority. HUD is attempting to correct the error but in the meantime, the funds are not available to the Authority.

PUBLIC HOUSING PROGRAM

Tenants in Arrears: The Executive Director supplied the Attorney with a list of tenants who are in arrears. The Attorney agreed to pursue collection.

CAPITAL FUND PROGRAM

Roof Replacement Meadowbrook Terrace and Warwick Terrace: The Executive Director advised the Board that the Authority signed the

contract with Napco, Inc. for the roof replacement at Meadowbrook Terrace and Warwick Terrace on February 12th. There was an initial meeting to sign the contract on January 20th. However, the contract was not signed at that meeting because Mr. Wildgoose wanted to go over his bid to confirm that he included everything. After reviewing the bid, he acknowledged that he did not include replacing the sheathing on Buildings C and D at Meadowbrook Terrace. However, he said that he was comfortable doing the job.

UNION CONTACT NEGOTIATIONS

The Executive Director advised the Board that he and the Attorney continue to trade emails with the business agent for the Laborers' Union concerning proposals in the contract. The Attorney explained that there are issues with a proposed on-call policy. The Executive Director advised that due to the proposed length of the contract, he would like to have the ability to revisit the on-call policy after two years and have the specific discipline steps for the policy written into the contract.

OPERATING RESERVE OFF-SET LITIGATION

The Executive Director advised the Board that the Authority has not yet received payment from the off-set litigation law suit.

TRAVEL AND CONFERENCES

NAHRO 2018 Washington Conference, April 22-24, 2018, Arlington, VA: The Executive Director advised the Board that Commissioners Quirk, the Attorney, the Deputy Director and he are registered for the conference. He asked if anyone is interesting in attending to let him know as soon as possible.

MISCELLANEOUS

The Executive Director advised the Board that Mayor Avedisian requested to attend the March board meeting.

The Chairman requested that the Board go into Executive Session at the March Board meeting to discuss management salaries.

The Chairman scheduled the March Board meeting for Monday, March 19, 2018, at 4:30 P.M.

A motion was made by Commissioner Benson, seconded by Commissioner Doorley, to adjourn the meeting at 5:30 P.M.

Respectfully submitted,

Secretary