

**Town of Westerly Housing Authority**

**5 CHESTNUT STREET, WESTERLY, RHODE ISLAND, 02891**

**TELEPHONE (401)596-4918 / FAX (401)348-0714**

**MEETING MINUTES**

**BOARD OF COMMISSIONERS**

**TUESDAY, MAY 14, 2013**

**6:00 PM PARKVIEW**

**CALLED TO ORDER/PLEDGE OF ALLEGIANCE**

The regular meeting of the Board of Commissioners was called to order by the Chairman, Brian Lumnah. Present for roll call were Chairman Brian Lumnah, Commissioner Gary Murano, Commissioner Katherine Vacca. Also present were the Executive Director William Valentine and Attorney George Comolli. Commissioner Michael Gulluscio and Commissioner Lauren Materese where absent. The Chairman called the meeting to order at 6:00PM. The Chairman declared a quorum present.

**MINUTES**

Commissioner Vacca made a motion to accept the minutes of the March 12, 2013 meeting and the April 9, 2013. Seconded by Commissioner Murano, the motion passed.

**TREASURE'S REPORT**

On motion made by Commissioner Murano, seconded by

**Commissioner Vacca, the Treasurer's Report was accepted and after discussion, motion passed.**

#### **REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

**The Secretary's Report was accepted as prepared and explained by the Executive Director and approved on motion by Commissioner Murano and seconded by Commissioner Vacca, motion passed.**

#### **TENANT INPUT**

**At the inception of tenant input, the Chairman, Brian Lumnah, took a point of personal privilege; the tenants discussed the following items: wi-fi, pet policy, potential neighbors using our lawn, cement steps and status of their repairs, more parking spaces at Chestnut Courts, and the cost to address existing lighting at Parkview.**

#### **BILL & COMMUNICATIONS**

**The Executive Director reported that all bills were paid. Commissioner Murano made a motion to accept the Bills and Communications report as presented. Seconded by Commissioner Vacca, motion passed.**

#### **REPORT OF COMMITTEES**

**None**

#### **UNFINISHED BUSINESS**

**Chestnut Court Roof Repair: The E.D. reviewed the project and it was**

**determined to be a siding issue. Commissioner Murano made a motion to effect emergency repair of the siding. Seconded by Commissioner Vacca, motion Passed. Chairman Lumnah lauded the E.D. for catching this issue which would have cost WHA \$10,000 in roof repairs that where not needed.**

**REAC Fiscal Report and Response was discussed. The E.D. proposed two policies to bring WHA compliant with HUD rules and regulations. Termination Policy for Vouchers and a Fraud Policy. Commissioner Murano made a motion to accept the policies as presented. Seconded by Commissioner Vacca, motion passed.**

**Banking Account transfers were reported as still in process.**

**A change in Cell Phone services was presented by the E.D. Under this new plan WHA could save over \$2,500/ year. Commissioner Murano made a motion to accept the change in Cell Phone plans as presented. Seconded by Commissioner Vacca, motion passed.**

**Obtaining an answering service for receiving after hour calls and to dispatch maintenance for emergency service requests was presented by the E.D. Commissioner Murano made a motion to accept the answering service as presented. Seconded by Commissioner Vacca, motion passed.**

**Part-Time employee contract was moved to a workshop for re-write.**

**Uniform Policy was proposed by the E.D. for maintenance staff. Commissioner Murano made a motion to accept the Uniform Policy as presented. Seconded by Commissioner Vacca, motion passed.**

**The E.D. requested that a previous plan to replace the VCT and the stair treads at Chestnut Court be re-opened. The E.D. found the VCT to be in good condition and requested professional reconditioning. The stair treads are still in need of replacement. Commissioner Murano made a motion to accept the report as presented. Seconded by Commissioner Vacca, motion passed.**

## **NEW BUSINESS**

**Easement Path and Security was moved to the next workshop.**

**E.D. reported the buildings had Vent Caps and some where in need of repair. The status of this project would be updated at the next meeting.**

**The E.D. presented some optional HUD regulations as cost saving measures. They where moved to the next workshop for discussion.**

**The E.D. presented changes to the Union Agreement regarding vacation time was moved to the next workshop.**

**The Executive Director informed the Committee that the Chairman**

**and Vice Chairman and E.D. were registered for the FARI Conference in Vermont in June, 2013. Commissioner Murano made a motion to approve their travel.. Seconded by Commissioner Vacca, motion passed.**

**A new Check Signing policy was presented by the E.D. The E.D. and an authorized Commissioner need sign. No rubber stamps. Commissioner Murano made a motion to accept the policy as presented. Seconded by Commissioner Vacca, motion passed.**

**The E.D.'s requested vacation time and flex time was reviewed. Commissioner Murano made a motion to accept as presented. Seconded by Commissioner Vacca, motion passed.**

**Commissioner Murano made a motion to have a special meeting on May 28, 2013 at Chestnut Court at 5:00 PM. Seconded By Commissioner Vacca, motion passed.**

**Commissioner Murano made a motion to have the regular meeting at Chestnut Court at 6:00 PM on June 11, 2013. Seconded by Commissioner Vacca, motion passed.**

**Commissioner Murano made a motion to adjourn. Seconded by Commissioner Vacca, motion passed.**