

**Date: February 11, 2013**

## **Notice of Regular Meeting**

**The Commissioners of the Burrillville Housing Authority will meet in regular session at the Burrillville Housing Authority community room, Ashton Court, Harrisville, Rhode Island, Wednesday, February 13, 2013 at 6:30 PM**

## **Burrillville Housing Authority Regular Meeting**

### **AGENDA**

**1. Roll Call**

**2. Minutes**

**January 9th and January 14th minutes**

**3. Public Comment**

**4. Good & Welfare**

**Get Well card to M. Gingell**

**“ “ “ “ P. Khawani**

**Sympathy card to Ronald Blanchard**

**Mrs. Flynn's "100th" party a great success**

**5. Financial Statements**

**6. Unpaid Bills**

**7. Old Business**

**a. Air Vent System Project**

**Payment request #2 – Received payroll (see attached)**

**Engineer's report # 2 (enclosed)**

**Engineer's visit held on February 1- (Report # 3 enclosed)**

**Punch list with Engineer and All State to take place in all units only  
on 2/12**

**b. Hot Water Tank**

**CDBG grant due 2/25- contacted T. Kravitz**

**Application started**

**c. Resolution # 352**

**Adopt Bed Bug Policy**

**d. Disaster Class & Training**

**No word regarding meeting, etc.**

**e. RFQ Engineering Services**

**Move to be discussed at end of Maintenance Report**

**8. New Business**

**a. Audit FYE 9/30/2012**

**Auditor to begin 2/13/2013**

**Signature of Letter in accordance with auditing standards**

**b. SEMAP**

**Score enclosed**

**c. Resolution # 353**

**SEMAP correction effective immediately**

**d. PHAS**

**Score enclosed**

**e. Open Meeting Certification**

**Chairman signature- Director's attendance**

**f. General Depository Agreement**

**Updated from original dated 9/10/1965**

**Signatures needed**

**g. Fraud Prevention Policy**

**Now required by HUD**

**Schedule workshop**

**9. Maintenance Report**

**Tenant complaint unfounded**

**Apartment C-24 preparation underway**

**One bedroom unit vacancy as of 2/28/2013**

**Overseeing air vent project- 90% complete**

**Wind storm 1/30 – 1/31 fence damage**

**Generator problem**

**10. Adjournment**