

**AUBURN HOUSING AUTHORITY  
LAKE AUBURN TOWNE HOUSE  
74 LAKE AUBURN AVENUE  
AUBURN, ME 04210**

MINUTES OF THE REGULAR MEETING HELD JUNE 27, 2013

The regular meeting of Auburn Housing Authority was held on June 27, 2013, at Lake Auburn Towne House, 74 Lake Auburn Avenue, Auburn, ME 04210, and was called to order by Chair Arthur Wing at 7:30 A.M.

ROLL CALL: PRESENT: Arthur Wing, Norman McKeone, Gilda Berube, Asmo Dol, Danelle Martel, Executive Director Richard S. Whiting, Assistant Director Marcia Huffman, Director of Maintenance Jason Lavoie, Senior Residential Property Manager Bruce Merrill, Residential Property Manager Janice Callahan, Housing Programs Director Rick Porter, and Administrative Assistant Kelly Freitas

ABSENT: Richard Valcourt, Daniel Curtis

MINUTES OF REGULAR MEETING HELD MAY 29, 2013

Commissioner Berube moved the minutes of the annual meeting held May 29, 2013, be accepted as presented, seconded by Commissioner Dol. All in favor.

REPORT OF THE EXECUTIVE DIRECTOR:

Rick requested to add an item to the agenda regarding Vacant Properties.

Commissioner Martel moved to add the agenda item, seconded by Commissioner Dol. All in Favor.

Rick shared a letter just received from the City of Auburn indicating that parking spaces at Great Falls Plaza are going to incur a fee. Rick is going to speak with Phil Crowell, Police Chief (who sent the letter) concerning the details and will report back to the board. Norm suggested the next time Rick hand delivers the V-PILOT check that we publicize it. Rick talked about the NERC/NAHRO Scholarship recipients. Norm brought up the fine gardening done behind the Roak Block. Jason said that the Tenant Association did this with permission from the city as it is city owned land. Home Depot gave a significant discount on plants and the city contributed plants on a couple different occasions. The tenants were also able to get passersby, adults and children, to help plant the flowers, making it a neighborhood effort. Norm suggested Rick send a letter to the tenant association at Roak Block thanking them for their efforts. Art suggested planning a retreat with accountant Jim Otis and possibly Margaret Boulos to discuss future planning needs and to give the new commissioners more detailed training on AHA finances. Norm also suggested managers could report on their projected future needs and offer any suggestions.

MONTHLY REPORTS: FINANCIAL, MAINTENANCE, RENTAL PROGRAMS, RESIDENTIAL  
PROPERTY MANAGEMENT, SOCIAL SERVICES

OPEN SESSION:

Art Wing thanked Commissioner Valcourt for chairing the last two meetings in his absence.

NEW BUSINESS:

1. Authorize Budget Revision, Barker re: Fire Alarm Bids

Resolution #2951

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Budget Revision for the Barker Fire Alarm Bid Increase is hereby authorized as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Martel.

AYES: 4      NAYS: 0

McKeone  
Martel  
Berube  
Dol

2. Approve Amendment to Section 125 Cafeteria Plan

Resolution #2952

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Amendment to the Section 125 Cafeteria Plan is hereby authorized as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Berube, and the “AYES” and “NAYS” were as follows:

AYES: 4      NAYS: 0

McKeone  
Berube  
Martel  
Dol

3. Approve Donation re: Webster / Androscoggin Head Start Construction Cost Over-Run

Resolution #2953

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Donation to Webster due to the Androscoggin Head Start Construction Cost Over-Run is hereby authorized as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Berube, and the “AYES” and “NAYS” were as follows:

AYES: 4      NAYS: 0

McKeone  
Berube  
Martel  
Dol

4. Vacant Properties

The consensus of the board was to table this item until Rick can provide some more specific information. Also discussed was the possibility of developing a fully accessible building designed for persons with mobility issues.

ADJOURNMENT:

Commissioner McKeone moved that the meeting be adjourned at 8:30 A.M., seconded by Commissioner Berube. All in Favor.

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Secretary