

**AUBURN HOUSING AUTHORITY
MAIN OFFICE
20 GREAT FALLS PLAZA
AUBURN, ME 04210**

MINUTES OF THE REGULAR MEETING HELD MARCH 27, 2013

The regular meeting of Auburn Housing Authority was held on March 27, 2013, at the Main Office, 20 Great Falls Plaza, Auburn, ME 04210, and was called to order by Chair Arthur Wing at 7:30 A.M.

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

ABSENT:

MINUTES OF REGULAR MEETING HELD FEBRUARY 20, 2013

Commissioner McKeone moved the minutes of the regular meeting held February 20, 2013, be accepted as presented, seconded by Commissioner Berube. All in favor.

REPORT OF THE EXECUTIVE DIRECTOR:

Rick requested to add an agenda item – Approve Investment Agreement with TD Bank to generate additional income.

Resolution #2938

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the agenda item is added as requested. Commissioner Valcourt moved the foregoing resolution, which was seconded by Commissioner Berube. All in favor.

AYES: 4 NAYS: 0

Valcourt
Berube
McKeone
Wing

Rick reported that he will be holding interviews today for the state-wide procurement of a capital needs assessment and for fourteen housing authorities' energy audits. Also, Rick discussed an email he received from Congressman Michaud's office regarding a Section 8 applicant. Rick also discussed the Brooke Amendment, which limits subsidized rent to 30% of household income. Because HUD funding is inadequate, some within the affordable housing sector are calling for its repeal.

MONTHLY REPORTS:

FINANCIAL, MAINTENANCE, RENTAL PROGRAMS,
RESIDENTIAL PROPERTY MANAGEMENT, SOCIAL SERVICES

NEW BUSINESS:

1. Approve Goals and Objectives List, 2013-2014

Resolution #2939

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Goals and Objectives List, 2013-2014 is hereby accepted as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Berube. All in favor.

AYES: 4 NAYS: 0
McKeone
Berube
Valcourt
Wing

2. Authorize Budget Revision, Merrill Estates Kitchen Renovations

Resolution #2940

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that a budget revision for the renovation of Merrill Estates kitchens is hereby authorized as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Valcourt. All in favor.

AYES: 4 NAYS: 0
McKeone
Valcourt
Berube
Wing

3. Adopt Cash Receipts Policies and Procedures

Resolution #2941

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Cash Receipts Policies and Procedures is hereby approved as presented. Commissioner Berube moved the foregoing resolution, which was seconded by Commissioner McKeone. All in favor.

AYES: 4 NAYS: 0
Berube
McKeone
Valcourt
Wing

4. Revise Cash Disbursements Policy

Resolution #2942

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Cash Disbursements Policy is hereby approved with the changes noted in the meeting. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Berube. All in favor.

AYES: 4 NAYS: 0
McKeone
Berube
Valcourt
Wng

5. Revise Charitable Contributions Policy

Resolution #2943

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that Charitable Contributions Policy is hereby approved as amended. Commissioner Valcourt moved the foregoing resolution, which was seconded by Commissioner Berube. All in favor.

AYES: 4 NAYS: 0

Valcourt
Berube
McKeone
Wing

6. Consider Reducing Pet Deposit

Resolution #2944

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Pet Deposit is hereby reduced from \$300.00 to \$100.00. Commissioner Berube moved the foregoing resolution, which was seconded by Commissioner Valcourt.

AYES: 3 NAYS: 1

Berube McKeone
Valcourt
Wing

7. Approve Revised Interim Rent Change Policies

Resolution #2945

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Interim Rent Change Policy is hereby revised as presented. Commissioner McKeone moved the foregoing resolution, which was seconded by Commissioner Berube. All in favor.

AYES: 4 NAYS: 0
McKeone
Berube
Valcourt
Wing

7.5 Approve Investment Agreement with TD Bank

Resolution #2946

BE IT RESOLVED by the Commissioners of Auburn Housing Authority that the Investment Agreement with TD Bank is hereby accepted as presented. Commissioner Valcourt moved the foregoing resolution, which was seconded by Commissioner McKeone. All in favor.

AYES: 4 NAYS: 0

Valcourt
McKeone
Berube
Wing

8. Executive Session – Confidential Real Estate Matters

ADJOURNMENT:

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

Secretary