

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF MAY 1, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Chairman Diane Potvin at 4:05 P.M. Upon roll call those present and absent were as follows:

PRESENT: Chairperson Diane Potvin, Commissioner Patricia Raymond, Commissioner Joe Gamache, Commissioner Jay Lambert, Commissioner Robert Arnell and Interim Executive Director Wendy Sweet.

ABSENT: None

ACCEPTANCE OF THE MINUTES OF THE April 3, 2019 BOARD MEETING AND THE APRIL 25, 2019 SPECIAL BOARD MEETING:

A motion was made by Commissioner Joe Gamache and seconded by Commissioner Robert Arnell to accept the minutes as presented of the April 3, 2019 regular meeting and the April 25, 2019 special meeting. The motion to pass the minutes of the April 3, 2019 passed unanimously. The motion to pass the minutes of the April 25, 2019 Special Meeting passed unanimously with the exception of Commissioner Jay Lambert who was not present at the April 25, 2019 Special Meeting and abstained.

RAD UPDATE:

Staff reported that Washington Headquarters of The Department of Housing and Urban Development (HUD) have signed off on the closing documents and once the required HUD documents are recorded the RAD conversion will be complete. The closing of the Bond transaction with Northfield Savings Bank will be held on Thursday, May 9, 2019 or Friday the 10th.

PUBLIC HOUSING BUDGET:

The Board reviewed the draft PH budget for FYE 2020 and after some discussion a motion was made by Commissioner Jay Lambert to accept the budget with corrections as presented and seconded by Commissioner Robert Arnell. The motion passed unanimously.

PROCUREMENT POLICY:

Staff presented proposed changes to the Procurement Policy that included an increase in the Sealed Bid threshold from \$100,000 to \$250,000 and the Small Purchase Procedures threshold from \$2,000 to \$10,000. After some discussion a motion was made by Commissioner Jay Lambert and seconded by Commissioner Robert Arnell to accept the proposed increase to the Small Purchase Procedures and to maintain the Sealed Bid threshold at \$100,000. The motion passed unanimously.

INFORMATION TECHNOLOGY PASSWORD POLICY:

Staff presented an IT password policy that was recommended by WHA's IT vendor. After some discussion of the importance of changing passwords a motion was made by

Commissioner Jay Lambert and seconded by Commissioner Patricia Raymond to adopt the Password Policy as presented. The motion passed unanimously.

OTHER BUSINESS:

None

A motion was made by Commissioner Lambert and seconded by Commissioner Gamache to adjourn.

There being no further business, the meeting was adjourned by Chairperson Diane Potvin at 4:55 PM.

Respectfully Submitted,

Wendy Sweet
Secretary