

**THE MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF NEWPORT, RHODE ISLAND  
HELD ON THE NINTH DAY OF DECEMBER, 2004**

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Florence Gray Center, One York Street, Newport, Rhode Island, at 4:30 p.m. on December 9, 2004.

PRESENT:	Commissioner	Jan Shapin
	"	Frank Landry
	"	Rodney P. Bowley
	"	John J. Crowley, Jr.
	"	Elizabeth Fuerte
	"	Jade Hall
	"	Eric Watne

ABSENT:	Attorney	Joseph J. Nicholson, Jr.
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Commissioner Crowley commented that he believes the word "charrette" in the November meeting Minutes was improperly used however, after a brief discussion it was decided not to amend the Minutes.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the Minutes of the Regular Monthly Meeting of November 18, 2004 were approved by the Commissioners.

The itemized monthly bills reports were presented to the Commissioners for their review and approval.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, payment of the bills was approved.

The Chairwoman informed the Commissioners that Officer Kevin Parsonage is filling in for Officer Piermont who is attending a training program. A copy of Officer Piermont's report detailing activities within the developments during the past month was provided to the Commissioners.

The Chairwoman confirmed with Officer Parsonage that he is the C.O.P. officer assigned to the Authority's Chapel Terrace development and invited him to brief the Commission on current events in that area.

Discussion followed concerning security at Chapel Terrace and Officer Parsonage informed the Commission that he intends to be active in that community.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications and November Collection Loss Reports.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the Consent Calendar items were approved.

The Secretary informed the Commissioners that with regard to the Replacement Housing Program, a Developer Agreement between the Authority and Church Community Housing Corporation has been drafted for the development of eight units of cooperative housing, and that preliminary site plans, designs and budget have all been reviewed.

The Secretary provided the Commissioners with a copy of a one-year lease renewal with the Luna Market which included specific rental terms.

Commissioner Crowley moved to table the lease renewal for the Luna Market.

Following discussion the motion to table the lease renewal for the Luna Market until the January meeting was seconded by Commissioner Fuerte and unanimously carried.

The Secretary informed the Commissioners that a review of the Animal Control Program indicates that the program has successfully accomplished its goals and recommended that it be discontinued which will result in an annual net savings of \$30,000 to the Authority's operating budget.

Upon a motion by Commissioner Fuerte, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to discontinue the Animal Control Program.

The Secretary presented to the Commissioners a copy of comments received from the Newport Resident Council with regard to the Authority's proposed FY 2005 Annual Plan and recommended that a motion be made to receive the comments which will be reviewed and responses prepared.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the comments provided by the Newport Resident Council were accepted for review and response.

The HOPE VI Director provided the Commissioners with the monthly HOPE VI program report and informed them that occupancy at Newport Heights remains at 100%.

The HOPE VI Director informed the Commissioners that a site visit was held on December 8<sup>th</sup> by Denise Phillips and Ron Ashford of the Washington HUD office and thanked staff and residents who assisted with this visit.

The HOPE VI Director informed the Commissioners that with regard to Phase III, interviews were held for a Relocation Specialist and Computer Learning Center Coordinator and anticipates that individuals will be hired by the end of December or beginning of January.

The HOPE VI Director informed the Commissioners that two residents were part of the selection committee and extended her thanks to them for their participation with the interview process.

The HOPE VI Director informed the Commissioners that relocation surveys of Phase III residents have been completed and provided them with the results of the survey.

The HOPE VI Director informed the Commissioners that computers have been delivered for the Neighborhood Network Center and that plans for a grand opening will be made after the Computer Learning Center Coordinator is on board.

The HOPE VI Director informed the Commissioners that there have been eleven hires under the Section 3 program of which seven are residents, and stated that she continues to monitor the program management to ensure compliance.

The HOPE VI Director provided the Commissioners with the following bills associated with the HOPE VI program and recommended payment be approved:

1. Abt Associates, - \$12,046.14
2. Computer Telephone, Inc. - \$35,100.73

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, payment of the HOPE VI bills was approved.

The Director of Finance provided the Commissioners with copies of the following monthly reports: Investment, Budget Review, Rental Income, Grant Fund Expenditure, HOPE VI Spending Summary and the Medical Trust Investment funds.

The Director of Finance informed the Commissioners that with regard to the Section 8 Voucher Program, the Authority received a Notice of HUD's New Initiatives for the coming year, which changes the funding format of the program effective January 1, 2005.

The Director of Finance informed the Commissioners that staff are reviewing the Notice to determine the effect it will have, particularly as it pertains to the HOPE VI vouchers.

The Secretary informed the Commissioners that he has met with the Section 8 Coordinator at Rhode Island Housing and they intend to produce a schedule of voucher usage to determine needs for future years as well as clarification as to how the vouchers are to be divided in accordance with the Agreement with Rhode Island Housing.

The Director of Maintenance provided the Commissioners with a copy of his monthly report.

The Director of Maintenance informed the Commissioners that the Invitation to Bid for the sprinkler system at Donovan Manor was scheduled to be held last week but had to be postponed because the engineer on this project had a death in the family. It is anticipated that the Invitation to Bid will be out within the next week.

The Director of Maintenance informed the Commissioners that with regard to the generator and transformer work at Donovan Manor, a meeting with key personnel of the companies involved in the project will be held on December 10<sup>th</sup> to address several unanticipated issues that have arisen.

The Director of Maintenance informed the Commissioners that rain has created a mess at the Newport Heights construction site.

In response to questions regarding safety, the Director of Maintenance indicated that a number of meetings have been held with the construction company and the developer and various methods are being utilized to address safety concerns including the possibility of installing a video monitoring system.

The Director of Social Services provided the Commissioners with the Social Services monthly report.

The Director of Social Services informed the Commissioners that the annual toy distribution for children throughout Newport County will be held at the Florence Gray Center on December 14<sup>th</sup> and 15<sup>th</sup>.

The Commission recognized Susan Long, President of the Newport Resident Council, who provided the Commissioners with a copy of the Resident Council report and invited questions.

Ms. Long informed the Secretary that the Newport Resident Council is experiencing telephone problems and requested his assistance with this matter.

Ms. Long informed the Commissioners that an intern from the Katherine Gibbs school will be joining them shortly on a volunteer basis.

Commissioner Bowley thanked the Secretary for his recent assistance in accommodating elderly residents as they waited in line for flu shots at the Visiting Nurse flu clinic.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried the meeting adjourned at 5:20 p.m.