

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE TENTH DAY OF FEBRUARY, 2005

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Donovan Manor, 19 Chapel Street, at 4:30 p.m. on February 10, 2005.

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

ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
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ABSENT:	None
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The Secretary introduced Peter Martin, Director of the new Computer Lab Center who in turn introduced his staff, residents Sandra Cooper and Vanessa Roper (who was not in attendance).

The Secretary informed the Commissioners that an Open House for the new computer center is scheduled for March 3, 2005 and that all residents have been notified.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Minutes of the Regular Monthly Meeting of January 13, 2005 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 Fuerte, and unanimously carried, payment of the bills was approved.

In the absence of the Community Oriented Policing Officer, the Chairwoman presented Officer Piermont's monthly report.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the C.O.P. report was accepted.

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

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

The Secretary invited the Authority's consultant, Mr. Ken Taylor of Taylor & Partners, to present to the Commissioners the final draft of the Master Plan for the Chapel Street properties.

Mr. Taylor reviewed with the Commissioners the final draft of the Master Plan for the Chapel Street properties and provided them with a verbal overview of the plan's contents.

Mr. Taylor informed the Commissioners that the plan is focused on supporting and facilitating residents with various programs and that subsequent to meetings held with residents, efforts were made to address specific concerns expressed by them.

The Secretary informed the Commissioners that a copy of the Master Plan will be available at the Resident Council office and the Donovan Manor Management Office for public review.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried, the Master Plan for the Chapel Street properties provided by Taylor & Partners was accepted by the Commission.

The Secretary provided the Commissioners with an update on the Co-op Agreement for the Replacement Housing Program and informed them that both parties had verbally approved the Developer's Agreement and are progressing as planned.

The Secretary informed the Commissioners that with regard to the Authority's Request for Proposals for an Energy Efficiency Consultant to assist the partner Housing Authorities in realizing energy savings, the proposals received were evaluated and the partner Authorities recommended that the contract be awarded to Enlightened Energy Conservation.

The Secretary indicated that work on this effort is not expected to start until the beginning of summer.

The Secretary informed the Commissioners that the Department of Housing and Urban Development annually mails out to randomly selected residents a Resident Service and Satisfaction Survey which provides residents with the opportunity to grade services they receive from their Housing Authority.

The Secretary stated that maximum efforts have been made to make residents aware of the importance of the survey and urged those residents present to take the time to complete and return the survey to HUD if they were selected.

The HOPE VI Director provided the Commissioners with the monthly HOPE VI program report and informed them that the Newport Heights management report will be included in next month's report.

The HOPE VI Director provided the Commissioners with vacancy and availability information relating to specific phases in Tonomy Hill/Newport Heights.

The HOPE VI Director informed the Commissioners that a mixed-finance proposal was submitted to HUD by the January 31st deadline and that the closing date is scheduled for May 31, 2005.

The HOPE VI Director informed the Commissioners that preliminary approval for \$855,000 of the \$4 million requested was granted by Rhode Island Housing for tax credits for Phase 3.

The HOPE VI Director informed the Commissioners that relocation of Phase III residents has begun.

The HOPE VI Director provided the Commissioners with a bill in the amount of \$23,135.99 from Abt Associates for work associated with the HOPE VI program and recommended payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the bill from Abt Associates was approved for payment.

The HOPE VI Director informed the Commissioners that tremendous progress has been made regarding the Section 3 program and that there are currently five individuals working in construction and nine individuals working in non-constructions jobs.

The HOPE VI CSS Coordinator reviewed with the Commissioners a copy of the Annual Progress Report that was being submitted to HUD and provided them with a verbal overview of the various components of the report and progress made.

A lengthy discussion followed concerning the various programs associated with the HOPE VI CSS program.

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 there are 170 Section 8 vouchers currently under lease.

The Director of Finance informed the Commissioners that notice was received from HUD advising that we will be able to utilize our 275 HOPE VI vouchers and that HUD has given approval for the Authority to transfer half of these vouchers to Rhode Island Housing.

The Director of Finance informed the Commissioners that Rhode Island Housing is in the process of getting the ACC executed.

The Director of Finance provided the Commissioners with a budget revision to the current FY 2005 operating subsidy and informed them that HUD determined we are not eligible for subsidy on HOPE VI vacated units resulting in a reduction of approximately \$400,000 in our operating subsidy.

The Director of Finance informed the Commissioners that to help offset the budget shortfall, savings will be realized from deferring work that was budgeted in Phases 4 and 5 that has not yet begun.

Following discussion a motion was made by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, adopting the revised FY 2005 Operating Budget.

Commissioner Bowley suggested that one possible method to reduce expenses would be to issue a Request for Proposals for cleaning and maintenance materials thereby reducing the number of vendors currently utilized for providing supplies.

Discussion followed during which the Director of Maintenance informed the Commissioners of the method he uses for purchasing materials to order to obtain competitive prices. Additional possible methods to reduce costs were also discussed.

The Director of Finance provided the Commissioners with an update regarding the FY 2006 Operating Budget and informed them that a change has been made to reflect HUD funding at 89%, \$350,000 less in operating subsidy.

The Director of Finance informed the Commissioners that he will be meeting with the Executive Director to discuss options to reduce expenses and further information will be provided to them.

Following discussion a motion was made by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried accepting the revised FY 2006 Operating Budget.

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

The Director of Maintenance provided the Commissioners with a progress report on the sprinkler system for Donovan Manor and informed them that only one bid was received, from Fire Suppressions Systems, in the amount of \$482,215.

The Director of Maintenance informed the Commissioners that the Authority's architect, Edward Rowse, has reviewed all bid documents and recommends the contract be awarded to Fire Suppression Systems for their bid price.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the Director of Maintenance was authorized to enter into a contract with Fire Suppression Systems to install a sprinkler system in the Donovan Manor for the bid price of \$482,215 pending HUD approval.

The Director of Maintenance provided the Commissioners with a progress report on the generator and transformer work at Donovan Manor and informed them that little is going on because the ongoing co-op construction next door affected the easement. Newport Collaborative and Rowse Architects are working out the easement details so as not to impede the co-op.

The Director of Maintenance provided the Commissioners with a progress report on Newport Heights Phase II construction progress and informed them that there are 22 footings in the ground, 20 foundations, 12 slab supports, 2 buildings roofed with siding, 2 buildings that are framed and 1 with framing in progress. The mid-rise slab is complete and first floor steel is erected, all plumbing utilities to the building are in and awaiting electric and sewer ties-ins.

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

The Director of Social Services informed the Commissioners that one of the residents, Tandra Edwards, a student at Rogers High School, is the recipient of the Dr. Marcus Whitman Award.

The Secretary indicated that once the award is official he will invite Ms. Edwards to the next Commissioners' meeting to award her a Certificate acknowledging her accomplishment.

The Director of Social Services informed the Commissioners that Stop & Shop donated to the Authority a check in the amount of \$2,100 for the Food Pantry.

The Commission recognized Susan Long, President of the Newport Resident Council, who provided the Commissioners with a report of activities for the month and gave them the next two years meeting schedules for the Resident Council.

Ms. Long requested that the Minutes from the last meeting regarding the sale of the van be corrected to reflect Mr. Sabel's assistance with the paperwork and receipt of checks from the buyer. No checks were handled at the Resident Council Office and the money from the sale of the van is in escrow at Mr. Sabel's office.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried the meeting adjourned at 6:30 p.m.