

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

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Park Holm Senior Center Center, Eisenhower Road, at 4:30 p.m. on April 14, 2005.

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

ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
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ABSENT:	Commissioner	Eric R. Watne
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Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Regular Monthly Meeting of March 10, 2005, as amended, and the Minutes of the Special Meeting of March 28, 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 Landry, and unanimously carried, payment of the bills was approved.

The Community Oriented Policing Officer was not present at the meeting however, he had submitted a monthly report for the Commissioners' review.

The Secretary informed the Commissioners that correspondence had been received from HUD approving the Authority's FY 2005 Annual Plan.

The Secretary informed the Commissioners that the Housing Hotline, in conjunction with the City, is holding a Fair Housing Seminar and lunch on April 28th and extended an invitation to the Commissioners to attend.

The Secretary reviewed with the Commissioners a letter from the City Planning Director, Paige Bronk, in which he conveys the City's interest in acquiring the Sunset Hill property.

The Secretary suggested that the letter be forwarded to the committee that is working with the city to discuss and negotiate terms, and return to the Board with their recommendation.

Upon a motion by Commissioner Landry, seconded by Commissioner Hall, and unanimously carried, the committee was authorized to enter into negotiations with the City of Newport regarding the acquisition of the Sunset Hill property.

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

The Secretary indicated that due to extra efforts made by staff, only two vacancies exist at the Donovan Manor and occupancy is currently high.

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

The Secretary presented to the Commissioners the following FY 2005 Revised Income Limits recently published by HUD, and recommended approval:

February 11, 2005

January 28, 2004

	LOW INCOME	VERY LOW INCOME	LOW INCOME	VERY LOW INCOME
1 person	40,600	25,700	38,000	23,750
2 persons	46,400	29,350	43,450	27,150
3 persons	52,200	33,050	48,900	30,550
4 persons	58,000	36,700	54,300	33,950
5 persons	62,650	39,650	58,650	36,650
6 persons	67,300	42,550	63,000	39,400
7 persons	71,900	45,500	67,350	42,100
8 persons	76,550	48,450	71,700	44,800

Earl Avenue (Project RI 5-8) is restricted to those persons meeting very low-income limits only.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the FY 2005 Revised Income Limits published by HUD were approved.

The Secretary presented to the Commissioners three Resolutions honoring recently retired Maintenance personnel.

Commissioner Crowley moved that Resolution No. 991 honoring Ronald Rose be adopted as introduced and read, which motion was seconded by Commissioner Fuerte, and unanimously carried.

Commissioner Bowley moved that Resolution No. 992 honoring Robert Pollitt be adopted as introduced and read, which motion was seconded by Commissioner Crowley, and unanimously carried.

Commissioner Crowley moved that Resolution No. 993 honoring Albert Rosa be adopted as introduced and read, which motion was seconded by Commissioner Fuerte, and unanimously carried.

The Secretary introduced Ms. Tracy Shea, Director of the Newport Community School, and invited her to give a presentation to the Commission regarding the school, and in particular the Summer Successes Program.

Ms. Shea provided the Commissioners with details regarding the formation of the Newport Community School, its location, funding sources and goals. She informed the Commissioners about a four-week summer program specifically designed to help those middle school students who are in jeopardy of failing this year, and that of the list of students expected to fail this year, 40% are residents of public housing.

The Secretary informed the Commissioners that the Summer Successes program is short \$30,000 and that in discussions with Rhode Island Housing regarding this program, they have verbally committed \$20,000.

The Secretary recommends that the Commission consider committing funding for this program that will be beneficial a number of the Authority's resident students.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Commission supported the program and will endeavor to assist with additional funding.

The Secretary informed the Commissioners that a representative from Church Community Housing Corporation and their architect, will provide a progress report on the Tews Court Cooperative housing program.

Mr. Michael Abbott of the Newport Collaborative Architects, addressed the Commission and provided them with a visual presentation showing the location of Tews Court, the design of the eight units and an addition to the maintenance building.

Mr. Steve Ostiguy of Church Community Housing Corporation provided the Commissioners with a progress report and informed them that in addition to hiring an architect, there is now an official property description, utilities have been identified, site evaluation is done and specifications are expected to be finalized by the end of this month.

Mr. Ostiguy provided the Commissioners with a copy of a Development Sources & Uses form as well as an operating budget, and explained to them how a co-op works.

The Chairwoman clarified with Mr. Ostiguy that construction bidding is expected to begin in July, that funding commitments will be realized in September, and that the Authority is responsible for constructing a new parking lot before any works begins.

It was suggested that some marketing tools be prepared to inform residents of the eight co-op units that will be available in the future.

Mr. Ostiguy informed the Commissioners that CCHC has an opportunity to purchase the Anchorage apartments in Middletown that would require funding commitments from some of the same sources as the funding requests for the eight co-op units.

Mr. Ostiguy indicated that by obtaining the Anchorage apartments it would generate forty-six project-based Section 8 vouchers which the Authority could use toward its one-for-one replacement agreement with Rhode Island Housing.

The Secretary suggested that the Commission support CCHC in its efforts to obtain the Anchorage apartments affording the Authority the opportunity to secure an additional forty-six project-based Section 8 vouchers as well as the eight units of co-op housing already secured.

Discussion followed during which the Commission indicated that they do not want to delay work on the eight co-op housing units and that it should go forward in September as planned.

The Secretary reviewed with the Commissioners an application prepared by the Directors of Finance and Maintenance to the Federal Emergency Management Agency for reimbursement of emergency snow costs in the amount of \$21,331 and thanked them for their efforts.

The Secretary provided the Commissioners with a copy of a Memorandum and informed them that the Authority is implementing an award program entitled, "Way to Go" that is designed to recognize residents for achievements or accomplishments.

The Secretary informed the Commissioners that the procurement subcommittee had met and lists of materials purchased, and vendors, were identified for the purpose of developing a master bidding process for the procurement of future materials purchases.

The Secretary informed the Commissioners that with regard to Phase 3 of the HOPE VI program, some funding was reallocated from Phase 4 into Phase 3 in order to make available to the Developer the required funds needed for construction.

Commissioner Crowley moved that Resolution No. 994 authorizing the Authority to submit revised Evidentiary Materials to HUD for Newport Heights Phases 3A and 3B, and upon HUD approval, allowing the Authority to then close the financial transactions by the May 31, 2005 deadline, be adopted as introduced and read, which motion was seconded by Commissioner Hall, and unanimously carried.

The HOPE VI Director provided the Commissioners with the monthly HOPE VI program report.

The HOPE VI Director informed the Commissioners that in response to their request, the Tonomy Hill Housing Manager modified the occupancy report to identify the location of temporary relocated households in all phases.

The HOPE VI Director informed the Commissioners that the closing deadline for Phase 3 is at the end of May, the demolition start deadline is July 1st and the construction start deadline is August 1st.

The HOPE VI Director provided the Commissioners with a progress report on the relocation of residents in Phase 3.

The HOPE VI Director informed the Commissioners that drafts of the CSS program quarterly report have been submitted.

The HOPE VI Director indicated that general construction is moving along on schedule and that the CSS program is making headway in attaining its 2005 goals.

The HOPE VI Director informed the Commissioners that the Neighborhood Networks Lab has been busy with many residents taking advantage of the computer programs offered.

The HOPE VI Director informed the Commissioners that the Section 3 program has been successful with 22 hires, 16 of whom are residents.

The Chairwoman indicated that at the next monthly meeting the Commission will have to adopt a unit mix for Phase 4 and that when Phase 3 closes, planning work should begin immediately on Phase 4.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, the Executive Director was authorized to enter into negotiations with Trinity Financial on Phase 4 after the closing of Phase 3.

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, Medical Trust Investment funds and the Section 8 Monthly Report.

The Director of Finance informed the Commissioners that his department has been working on closing out the fiscal year ending March 31st reports.

The Director of Finance informed the Commissioners that the current year budget had a projected deficit of \$250,000 however, that deficit is expected to reduce to between \$100,000 and \$150,000.

The Director of Finance informed the Commissioners that next month he will present to them a revision to the Capital Fund Program to reflect approved spending for HOPE VI.

The Director of Finance informed the Commissioners that there are 174 lease-ups in the Section 8 program with an increase expected next month.

The Director of Finance informed the Commissioners that with regard to the Medical Trust fund he is soliciting a proposal from the Authority's actuary to review this program and provide updated figures.

The Secretary informed the Commissioners that HUD approved the transfer of 137 HOPE VI Section 8 vouchers to Rhode Island Housing.

The Chairwoman requested that the Commission be provided a monthly tracking report on Section 8 voucher utilization.

The Director of Finance informed the Commissioners that the Authority received a Notice of Funding for the current budget year from HUD, approving approximately \$50,000 more annually than budgeted however, because the budget has a \$600,000 deficit, there will be a number of recalculations at the end of the year to determine occupancy factors and subsidy entitlement.

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

The Director of Maintenance informed the Commissioners that the sprinkler system work at Donovan Manor will begin on April 18th.

The Director of Maintenance informed the Commissioners that meetings have been held with management and that arrangements will be made to assist Donovan Manor residents while the sprinkler system is being installed.

The Director of Maintenance informed the Commissioners that it is anticipated the generator for Donovan Manor will arrive shortly and that work on this project will most likely be simultaneous with the sprinkler system.

The Secretary informed the Commissioners that a plan has been developed to keep residents informed of each stage of the work to be done at the Donovan Manor that will affect them directly.

The Director of Maintenance provided the Commissioners with a progress report on the Newport Heights Phase II construction work and gave them details on the various stages of progress.

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

The Director of Social Services informed the Commissioners that she has been in contact with Arthur Sampson, Newport Hospital CEO, regarding their letter of support in which they commit to providing jobs in conjunction with the HOPE VI program.

The Director of Social Services stated that Mr. Sampson will review their letter to determine the status of those job commitments.

The Commission recognized Susan Long, President of the Newport Resident Council, who provided the Commissioners with a monthly report.

Ms. Long introduced to the Commissioners a new Resident Council board member, Cindy Warren of the Donovan Manor apartments, and provided the Commissioners with a document signed by board members authorizing the appointment of Ms. Warren.

Discussion followed concerning the legality of the appointment of a new board member without a quorum at the board meetings.

Ms. Long informed the Commissioners that the Building of Hope is being accessed without her permission on weekends and requested that the Commissioners support the removal of Commissioner Hall from the building security system, the return of her keys, and in case of emergency, add Commissioner Fuerte who lives in close proximity to the building.

A lengthy discussion followed concerning disputes that have arisen between Resident Council board members at their meetings and they requested that the Commissioners provide assistance to rectify this problem.

The Commission indicated that other than the issue of access to the Building of Hope, it is not their intent to be involved in personal disputes pertaining to Resident Council business.

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