

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

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Florence Gray Center Center, One York Street, at 4:30 p.m. on May 12, 2005.

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

ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
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ABSENT:	Commissioner	Frank Landry
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The Chairwoman stated that subsequent to the last monthly meeting, she received a letter from Commissioner Hall in which she expressed concern that she felt like a victim of character assassination. The Chairwoman also stated that the Resident Council President, Susan Long, has spoken to her and apologized in writing for her behavior at the last meeting.

The Chairwoman stated that every effort has been made in the past to give the President of the Resident Council the opportunity to speak fully however, in the future, matters pertaining to business only will be received by the Commission and the Minutes of this meeting are to reflect an apology to Commissioner Hall.

In response to the Commission's request, Ms. Long stated that she will attempt to provide the Resident Council report in time for it to be included in the Commissioners' packages prior to the meeting, and that if she is unable to do so, she will have no items for discussion at the meeting.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Minutes of the Regular Monthly Meeting of April 14, 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 Bowley, and unanimously carried, payment of the bills was approved.

Officer Piermont presented to the Commissioners a copy of his monthly report of activities.

The Secretary informed the Commissioners that Officer Piermont has enlisted the help of Officers Parsonage and Winters to assist the Newport Resident Council with their crime watch program and thanked him for his efforts.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications and April Collection Loss Reports and stated that occupancy is at expected levels with only one vacancy at Donovan Manor, limited turnover at the other elderly developments, and vacancies in Park Holm and Chapel Terrace are being occupied by Tonomy Hill Phase 3 relocated residents.

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

The Secretary informed the Commissioners that the Authority solicited proposals for architect/engineering services for capital work items for each of its developments.

The Secretary informed the Commissioners that a selection committee comprised of himself and the Directors of Maintenance and Finance, reviewed the seven proposals that were received and held interviews with three firms that they had selected.

The Secretary indicated that each firm was rated according to specific criteria and that the selection committee recommends that the contract for architect/engineering services be awarded to Architectura, Inc. of Pawtucket, Rhode Island, for a not-to-exceed fee of \$93,270.00.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to enter into a contract with Architectura, Inc. to provide architect/engineering services for capital work items, for a not-to-exceed amount of \$93,270.00.

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

The HOPE VI Director informed the Commissioners that a management report for Newport Heights Phase I is included with her report and that occupancy is at 100%.

The HOPE VI Director indicated that the Director of Maintenance will provide them with a progress report on Phase 2 construction.

The HOPE VI Director informed the Commissioners that there are now eleven people awaiting final relocation in Phase 2 and that the closing for Phase 3 is scheduled for May 25th, ahead of the May 31st milestone.

The HOPE VI Director informed the Commissioners that the Authority is seeking final approval of tax credits for Phase 3 from Rhode Island Housing on May 19th.

The HOPE VI Director provided the Commissioners with an updated progress report on Phase 3 relocation and informed them that twenty-five families have already been moved.

The HOPE VI Director stated that a large leasing is scheduled for May 16th for thirteen families, and thirteen remaining units will be turned over from the maintenance department by the end of the month for relocation of the final Phase 3 families, ahead of the June deadline.

In response to the Commission's request, the HOPE VI Director indicated that she will have Newport Heights management expand the information on their report to identify monthly rent amount and amount in arrears.

The HOPE VI Director informed the Commissioners that a new CSS Coordinator, Dianne Vendetti, will be starting on May 23rd.

The HOPE VI Director informed the Commissioners that the Hope Security painting and cleaning crew who expressed interest in the CCRi composite technology training program, had nine residents participate in a tour of various local boatbuilding facilities, and that classes for this program are expected to begin the first week in June.

The MotoRing Technical Training Institute held a customer service informational session and the Authority is looking at options for providing transportation for people who sign up for the job training program offered.

The HOPE VI Director informed the Commissioners that the Neighborhood Networks Lab continues to be busy with classes and training programs.

The HOPE VI Director informed the Commissioners that there were no new hires under the Section 3 program this month.

The HOPE VI Director stated that a HOPE VI phone hotline has been opened, 848-3207, and a prerecorded message will provide information on various construction activities that are underway as well as other pertinent CSS program information.

The Chairwoman indicated that the Authority should acknowledge by letter, the 10th grade class at Rogers High School for their recent efforts in cleaning Miantonomi Park.

The Chairwoman also indicated that there will be a meeting on affordable housing design that the Executive Director and HOPE VI Director will be attending and that any Commissioner who is interested in attending should notify the Executive Director no later than May 13th.

The Director of Finance provided the Commissioners with copies of the following monthly reports: Investment, Rental Income, Grant Fund Expenditure, HOPE VI Spending Summary, Medical Trust Investment funds and the Section 8 Monthly Report.

The Director of Finance reviewed with the Commissioners the FY 2005 Financial Statements.

In response to questions regarding the energy audit expense, the Secretary informed the Commissioners that a savings of 20%, of which the Authority can retain 50 - 75%, is expected by wholesale purchasing of utilities. The timeline to go out for bids for wholesale purchasing of electricity and gas is the end of August, beginning of September.

Commissioner Bowley requested that the Minutes reflect that the idea of the energy audit came from the Executive Director, who has spent considerable time and effort in bringing this program to fruition.

In response to questions from the Chairwoman, the Director of Finance informed the Commissioners the methods by which the budget deficit was able to be reduced.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the FY 2005 Financial Statements for the public housing program were accepted.

The Director of Finance reviewed with the Commissioners the exhibits attached to the financial statements for programs other than public housing, and provided explanations for each program budget.

The Director of Maintenance provided the Commissioners with a copy of the Maintenance Department monthly report that included a stockroom report and informed them of the inventory control procedures currently in effect.

The Director of Maintenance informed the Commissioners that he has been in contact with the City of Newport's purchasing agent and that the Authority may have an opportunity to piggy-back on the city's website for future purchases.

Discussion followed concerning possible methods the Authority could utilize for purchasing materials at a reduced cost, and Commissioner Bowley indicated he would be willing to meet with the Director of Maintenance to pursue this opportunity.

The Director of Maintenance provided the Commissioners with a progress report on the sprinkler system work at Donovan Manor and informed them that the work is progressing very smoothly. He is pleased with the contractor's work and commends residents and employees for their efforts and cooperation.

The Director of Maintenance presented to the Commissioners Requisition No. 1 in the amount of \$140,244.57 from Fire Suppression Systems in accordance with their contract to install a sprinkler system at Donovan Manor, and informed them that the architect, Edward Rowse Architects, has reviewed the requisition and recommends payment be approved.

Upon a motion by Commissioner Fuerte, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to pay Requisition No. 1 from Fire Suppression Systems in the amount of \$140,244.57.

The Director of Maintenance informed the Commissioners that the generator for Donovan Manor has been delivered and that work on this project will begin as soon as Newport Electric Corporation redesigns their easement to the building.

The Director of Maintenance provided the Commissioners with a progress report on the Newport Heights Phase II construction work and informed them that fifteen structures have been erected, the Fahey Street water tie-in is 90% complete, the fourth floor of the mid-rise building is in the process of being added to the structure, the retention pond is temporarily on hold, the gas mains have been installed on Hillside Avenue and the installation of a sidewalk on Girard Avenue has begun.

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

The Director of Social Services provided the Commissioners with information regarding the various graduation ceremonies that will be held in association with ongoing programs held at the Florence Gray Center.

The Director of Social Services informed the Commissioners that the Department of Employment and Training's Senior Employment and Training Manager, Phyllis Littlejohn-Brown, recently toured the Florence Gray Center and she expressed an interest in serving on the CSS advisory board.

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

A resident, Ms. Yvette Harris, requested that the record show she did not see the Commissioners' package of information this month.

Upon a motion by Commissioner Bowley, seconded by Commissioner Hall, and unanimously carried, the Commission moved to closed session in accordance with RIGL §42-46-5(1) to discuss a personnel matter.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the Commission returned to open session and the Chairwoman announced that a personnel matter had been discussed.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried the meeting adjourned at 7:20 p.m.