

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 JULY, 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 July 14, 2005.

PRESENT:	Commissioner	Jan Shapin
	"	Frank Landry
	"	Rodney P. Bowley
	"	John J. Crowley, Jr.
	"	Elizabeth Fuerte
	"	Eric R. Watne
ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
ABSENT:	Commissioner	Jade Hall (attending conference)

The Chair stated that Commissioners Landry and Watne are expected to arrive shortly.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Annual and Regular Monthly Meetings of June 9, 2005 were approved by the Commissioners.

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

Commissioner Crowley requested clarification on several bills and also indicated that he had anticipated receiving a draft specification package for the purchasing of materials for the Maintenance Department.

The Maintenance Director informed the Commissioners that a recent shortage of staff has temporarily delayed this effort but that he will prepare a draft specification package for the next meeting.

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

The Secretary informed the Commissioners that Officer Piermont apologized for not being able to be present at the meeting however he had provided a copy of his monthly report for their review.

The Secretary informed the Commissioners that Officer Piermont specifically asked that the Commission be informed that calls for service have been reducing.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, Officer Piermont's monthly report was accepted by the Commission.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications and June Collection Loss Reports and informed them that for the second consecutive month, all elderly units are fully occupied.

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

The Chair recognized the arrival of Commissioner Watne.

The Secretary informed the Commissioners that Commissioner Bowley recently reviewed the Authority's bylaws and prepared a proposed update reflecting present conditions.

The Chair requested one correction to paragraph three on page two, replacing “He” with “the appointee”, after which a motion was made by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, that the Newport Housing Authority Bylaws, as amended, be approved.

The Secretary provided the Commissioners with an update on the Newport Community School Summer Success Program. Orientation was held with parents on July 13<sup>th</sup> and classes will begin on July 18<sup>th</sup>. Forty-four students are enrolled in the program, five of whom are residents of Newport Heights.

The Secretary provided the Commissioners with a copy of a Resolution that is a required attachment to a HUD Demolition/Disposition application, to lease land to Church Community Housing Corporation for the development of eight units of affordable housing at Donovan Manor.

Commissioner Crowley expressed his concern that because Church Community Housing Corporation indicated their interest in developing The Anchorage, that work on Tews Court would not proceed as scheduled because their funding source would be targeted at this larger project, and recommended that the Authority develop the eight units itself.

A lengthy discussion ensued after which the Secretary suggested that the Resolution be submitted to HUD with the Demolition/Disposition application *without* naming a developer, and that Church Community Housing Corporation be asked to attend the next Commissioners’ meeting to provide them with a current status on their development scheduling.

A motion was made by Commissioner Crowley, introducing Resolution No. 997, which motion was seconded by Commissioner Fuerte, and unanimously carried, authorizing the Secretary to submit a Demolition/Disposition application to HUD for the development of eight units of affordable, homeownership housing at the Donovan Manor public housing development to be known as Tews Court, without naming a specific developer.

The Chair recognized the arrival of Commissioner Landry.

The Secretary informed the Commissioners that a Healthy Neighborhood Program event was held on June 18<sup>th</sup> and it was attended by an estimated 300 people and 35 agencies.

The Secretary informed the Commissioners that the HOPE VI Director is attending a conference and provided them with a copy of her monthly HOPE VI program report.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried, the HOPE VI Director’s monthly report was accepted.

The Secretary informed the Commissioners that the Authority received notification from Rhode Island Housing that Newport Heights has been selected as a finalist in the Affordable Housing Finance magazine’s Readers’ Choice Awards competition for being named the best affordable housing project. The article is expected to be published in the August issue and the winner will be announced in September.

The Secretary informed the Commissioners that the first Phase 4 meeting was held with Trinity Financial on July 8<sup>th</sup> and subsequent meetings are scheduled for July 15<sup>th</sup> and July 22<sup>nd</sup>.

The Secretary informed the Commissioners that a special meeting may need to be scheduled for Trinity Financial to meet with the Commissioners. Phase 4 consists of 26 rental units and the first 26 homeownership units.

The Secretary indicated that in the event of a special meeting, Church Community Housing Corporation might also be afforded the opportunity to provide the Commissioners with a current status regarding their efforts on development at the Anchorage Apartments and Tews Court.

The Secretary informed the Commissioners that he provided an interview and site tour to Newport Daily News staff this date, and that a story will be published in this weekend’s publication on the ongoing construction in Newport Heights, and community services that are offered to the Authority’s residents .

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

The Director of Finance provided the Commissioners with a copy of the Section 8 Voucher Program monthly report.

The Director of Finance informed the Commissioners that conversion of the accounting system to project-based accounting began this week and that the new system will involve considerable more time and effort in payroll functions as well as general accounting procedures.

The Director of Finance reviewed with the Commissioners a list of fifty-seven obsolete/damaged appliances and requested approval to remove them from the Authority's inventory.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the Director of Finance was authorized to remove the obsolete/damaged appliances from inventory.

The Director of Finance reviewed with the Commissioners renewal automobile insurance quotes that he solicited and recommended that the automobile insurance for the coming year be purchased from the lowest quote, Discover Property & Casualty, through our current broker, Starkweather and Shepley, for the premium price of \$25,695.00.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Director of Finance was authorized to purchase automobile insurance for the coming year from Discover Property & Casualty for their proposed amount.

The Director of Maintenance provided the Commissioners with a copy of the Maintenance Department monthly report and informed them that all Phase 3 keys for Fahey Street have been turned over.

The Director of Maintenance provided the Commissioners with a progress report on the installation of the sprinkler system at Donovan Manor and informed them that all the sprinklers are installed and that the City's Mechanical Inspector has successfully completed his testing. The entire piping system is installed and work is almost completed.

The Director of Maintenance presented to the Commissioners Requisition No. 3 in the amount of \$78,220.44 from Fire Suppression Systems in accordance with their contract to install the sprinkler system at Donovan Manor, and informed them that the architect, Edward Rowse, has reviewed the requisition and recommends payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to pay Requisition No. 3 from Fire Suppression Systems in the amount of \$78,220.44.

The Director of Maintenance informed the Commissioners that Narragansett Electric was expected to do work in preparation for the changeover to the generator at Donovan Manor this week, however they did not show up and it is hoped that they can make the power changeover next week.

The Director of Maintenance informed the Commissioners that a Change Order has been generated by the contractor, Robert F. Audet, Inc., requesting a contract time completion extension from 120 days to 180 days and an increase to the contract price of \$20,251.99 for additional expenses incurred due to new electrical codes and differently designed doors that will more efficiently accommodate air intake.

The Director of Maintenance informed the Commissioners that the architect and mechanical engineer have reviewed and approved the change order.

Upon a motion by Commissioner Fuerte, seconded by Commissioner Landry, and unanimously carried, the Secretary was authorized to execute Change Order No. 2 from Robert F. Audet, Inc., extending the contract time completion date from 120 to 180 days and increasing the contract price by \$20,251.99.

The Director of Maintenance provided the Commissioners with a progress report on the various stages of construction work in Newport Heights Phase II, and informed them that September 1<sup>st</sup> is the scheduled date for a Certificate of Occupancy for the mid-rise building. The schedule for initial occupancy at the mid-rise building is January 1, 2006.

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

The Director of Social Services informed the Commissioners that she and several residents attended a hearing at the Department of Human Services regarding their September 1<sup>st</sup> deadline for recipients of financial aid to meet certain compliance requirements.

The Director of Social Services informed the Commissioners that the statewide senior dining group will be holding their annual senior day at Colt State Park next week and residents of Donovan Manor and Park Holm will be attending this event.

The Commission recognized Susan Long of the Newport Resident Council who provided the Commissioners with an overview of their monthly report.

Ms. Long informed the Commissioners that a free, big band concert is being planned for residents and requested permission to purchase supplies for a cookout in conjunction with the concert.

The Commission indicated their approval and the Chair suggested that Ms. Long work out the details with the Executive Director.

Ms. Long indicated that she has been approached by Heritage of Rhode Island who will sponsor a program for mothers and teenagers. She will attempt to get more information on this program.

Commissioner Fuerte indicated that meetings have been scheduled for the transition of her taking over the Newport Resident Council presidency to be effective in August.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried the meeting adjourned at 5:50 p.m.