

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

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, at 4:30 p.m. on December 8, 2005.

PRESENT: Commissioner Jan Shapin
" Rodney P. Bowley
" John J. Crowley, Jr.
" Jade Hall
" Joseph T. Houlihan

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

ABSENT: Commissioner Frank Landry
" Elizabeth Fuerte

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Minutes of the Regular Monthly Meeting of November 10, 2005 were approved.

The itemized monthly bills reports were presented to the Commissioners.

Following review, a motion was made by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, authorizing payment of the bills.

The Secretary provided the Commissioners with a Memorandum listing the average number of accounts payable checks for the months of October and November as prepared by the accounting department, and indicated that he will continue to track the average monthly accounts payable checks.

The Secretary informed the Commissioners that with regard to the new payroll direct deposit procedure, seventeen employees have signed up to date.

In the absence of Officer Piermont, the Chair recognized the report provided by him.

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

The Secretary provided the Commissioners with a copy of correspondence from Rhode Island Housing to the Department of Housing and Urban Development concerning the 137 Section 8 vouchers transferred to them in connection with the HOPE VI program.

The Secretary provided the Commissioners with a copy of correspondence to City Councilman Waluk from the Chapel Street Co-op neighbors.

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

The Secretary reviewed with the Commissioners the Phase 4 Predevelopment Agreement with Trinity Financial.

The Secretary informed the Commissioners that predevelopment costs had been set at 75% paid by the Authority, 25% paid by Trinity Financial for rental costs, and a 50% - 50% split for homeownership. Recent negotiations have resulted in a 50% - 50% split with respect to the rental costs.

Upon a motion by Commissioner Bowley, seconded by Commissioner Hall, and unanimously carried, the Secretary was authorized to execute the Predevelopment Agreement with Trinity Financial for Phase 4.

The HOPE VI Director provided the Commissioners with a copy of her monthly HOPE VI program report and informed them that while Phase 1 was at full occupancy at the end of November, one unit is vacant this month and will be rented shortly.

The HOPE VI Director informed the Commissioners that with regard to Phase 2, keys have been received for fifty units in blocks one and two, and that leasing is in progress.

The HOPE VI Director informed the Commissioners that the Director of Maintenance will provide them with an update on Phase 3 construction.

The HOPE VI Director informed the Commissioners that the Authority expects to go before Rhode Island Housing in January for the tax credit application approval process for Phase 4. The relocation of families in Phase 4 is currently in progress.

The HOPE VI Director informed the Commissioners that preparations are underway for a major year-end reporting of the CSS program to HUD that is due in February.

The HOPE VI Director provided the Commissioners with an update on the number of residents employed to date under the Section 3 program and informed them that a meeting has been scheduled with HOPE Security to recommence the unit vacancy program to prepare units for Phase 4 relocation.

The HOPE VI Director informed the Commissioners that a Computer Lab Coordinator has been hired to fill the vacancy and that the position has been offered to a resident, Langcaster Ballard, who has the required computer background experience.

The HOPE VI Director provided the Commissioners with a copy of correspondence from the Department of Housing and Urban Development in which they inform the Authority that upon completion of their audit of the HOPE VI program, no deficiencies were found.

The Director of Finance presented to the Commissioners copies of the Investment, Budget Review, Rental Income, Grant Fund Expenditure, HOPE VI Spending Summary, and the Medical Trust Investment Reports.

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 as a follow-up to last month's discussion regarding the cessation of taking cash payments for rents, he contacted the Authority's bank to determine if they would consider providing money orders free of charge to residents. He was informed that the bank's policy is to only provide money orders to their customers who have an account.

The Director of Finance advised the Commissioners that there are a number of local businesses that provide money order services for a minimal fee and that they are highly accessible to residents.

The Chair indicated that the Director of Finance should provide the Commissioners with a specific recommendation and estimate of the number of residents who will be affected by the change in procedure at their January meeting.

The Director of Finance informed the Commissioners that in order to establish a Retiree Medical Trust Fund Board, the Authority's attorney has advised that whoever is sitting as a current Commissioner automatically becomes a trustee of the board. At the time of the Authority's annual meeting however, a Secretary, President and Vice-President will need to be appointed.

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

The Director of Maintenance provided the Commissioners with a progress report on the sprinkler system, and generator and transformer installation at Donovan Manor.

The Director of Maintenance informed the Commissioners that the new transformer has been installed and is operational, and a portable generator will be delivered on December 16th to Donovan Manor to power the building in place of the old one. Demolition of the old generator is scheduled for December 19th and any additional electrical work will be performed at that time. The transformer/generator tie-in will be done and the projected date for the start up of the new generator is December 28th.

The Director of Maintenance informed the Commissioners that the entire sprinkler system, transformer/generator work should be completed by the second week of January.

The Director of Maintenance informed the Commissioners that with regard to the exterior painting work, Chapel Terrace is complete. In the Tonomy Hill development, Sims Street is complete as well as three buildings on Evans Street. Work has now been suspended for the winter months.

The Director of Maintenance informed the Commissioners that a Clerk of the Works, Joseph Rodericks, has been hired to assist the Authority with the various ongoing modernization projects, and his assistance has proven valuable.

The Director of Maintenance presented the Commissioners with Requisition No. 1 from Freeport General Contracting in conjunction with their contract with the Authority to perform exterior painting at the Chapel Terrace and Tonomy Hill developments.

The Director of Maintenance informed the Commissioners that the requisition has been reviewed by the architect who recommends payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, the Secretary was authorized to pay the bill from Freeport General Contracting in the amount of \$123,761.34.

The Director of Maintenance provided the Commissioners with a progress report on the miscellaneous mechanical renovations and informed them that the first part of this work was done in the spring when the gas company laid underground gas mains.

The Director of Maintenance informed the Commissioners that the Authority has contracted with Lincoln Energy who will change the inside piping to new meters. Master metering is complete at Coddington Street and once the three buildings at Edgar Court and two buildings at Pond Avenue are master metered, the job will be completed.

The Director of Maintenance provided the Commissioners with a progress report on the Newport Heights Phase 2 construction and informed them that Permission to Occupy for quads one and two has been assigned, quad three should be assigned on December 22nd and quad 4 on January 30, 2006. The Mid-rise building is expected on January 20th. Six foundations have been installed in Phase 3, and framing will begin on December 15th.

The Secretary indicated that the ribbon cutting ceremony is still scheduled for February 14, 2006.

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

The Chair announced that there will be a tree lighting ceremony at the Donovan Manor on Tuesday, December 13th at 4:00 p.m. and all are invited.

The Director of Social Services informed the Commissioners that with regard to the two resident boys who were recently involved in an auto accident, collections have been taken and food has been donated to their families. The Seaman's Institute has donated gift cards from Wal-Mart. St. Michael's school has adopted one family and the Maintenance Department has adopted the other family for Christmas. The boys are still in recovery at Rhode Island Hospital.

The Director of Social Services acknowledged thanks to everyone who donated food for Thanksgiving.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried the meeting adjourned at 5:30 p.m.