

**THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE THIRTEENTH DAY OF JANUARY, 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, Newport, Rhode Island, at 4:30 p.m. on January 13, 2005.

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

ABSENT:	Attorney	Joseph J. Nicholson, Jr.
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Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of December 9, 2004 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.

The Community Oriented Policing Officer, Officer Piermont, provided the Commissioners with a copy of his monthly report and informed them that a drug problem continues in several developments.

Officer Piermont informed the Commissioners that some individuals previously arrested for drug offenses, are still living in the developments.

The Commissioners requested from legal counsel, Mr. Nicholson, information regarding the decision making role of the Board of Tenant Affairs in hearing drug related cases.

Discussion followed regarding methods to be explored that will result in the eviction of repeat drug offenders, and the Secretary indicated that he will meet with staff and the C.O.P. to review and discuss the Authority's eviction policy as it relates to drug offenses.

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

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

The Secretary provided the Commissioners with a copy of the Authority's responses to comments provided by the Newport Resident Council regarding the Authority's FY 2005 Annual Plan, and informed them that these responses will be incorporated into the Annual Plan.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to incorporate the Authority's responses to comments from the Newport Resident Council into the FY 2005 Annual Plan.

The Secretary presented to the Commissioners a copy of a Resolution required by HUD certifying the Authority's compliance in all aspects of establishing and developing the Annual Plan.

Resolution No. 989 certifying to HUD the Authority's compliance in developing the FY 2005 Annual Plan was introduced and read by Commissioner Crowley and considered by the Commissioners.

Commissioner Crowley moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Bowley, and unanimously carried.

The Secretary presented a bill in the amount of \$77.50 from Klein Hornig for HOPE VI master development services and requested approval.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to pay the bill from Klein Hornig in the amount of \$77.50.

The Secretary presented a bill in the amount of \$2,132.00 from Klein Hornig associated with the limited equity cooperation effort.

The Secretary informed the Commissioners that legal counsel has received verbal approval from HUD for payment to be disbursed from the 11B program funds and once written approval is received, payment will be made to Klein Hornig.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to pay the bill from Klein Hornig in the amount of \$2,132.00 upon receipt of written approval from HUD authorizing disbursement from the 11B program funds.

The Secretary provided the Commissioners with a copy of a renewal lease for the Luna Market and thanked Commissioner Bowley for his assistance in the development of this commercial lease.

The Secretary informed the Commissioners that the lease is for a one-year period effective March 1, 2005 through February 28, 2006, and requested approval.

Following discussion, a motion was made by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, authorizing the Secretary to enter into a one-year lease with the Luna Market for the term specified.

The Secretary informed the Commissioners that a second charrette, to which residents will be invited, will be held on January 19th at 4:00 p.m. at the Donovan Manor regarding the Master Plan for Donovan Manor, Chapel Terrace, Edgar Court and Chapel Street.

The Secretary provided the Commissioners with a progress report on the Co-op Agreement for the replacement housing program and informed them that negotiations pertaining to a developer agreement are near completion with Church Community Housing Corporation.

The Secretary informed the Commissioners that Church Community Housing Corporation has requested a letter of commitment from the Authority, to be included in their funding application, stating the Authority's intent to provide a 99-year lease for the parcel of land for eight units of co-op housing, conditional upon HUD approval.

Following discussion, a motion was made by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, authorizing the Secretary to provide to Church Community Housing Corporation, a letter of intent to provide a 99-year lease for eight units of co-op housing, pending HUD approval of the disposition of the specified parcel of land and CCHC's ability to obtain funding.

The HOPE VI Director provided the Commissioners with the monthly HOPE VI program report and informed them that the Newport Heights management report is also included.

The HOPE VI Director informed the Commissioners that work on Newport Heights Phase II is well underway and that she has been working with the contractor to resolve minor problems as they arise.

The HOPE VI Director informed the Commissioners that the first units should be available in September for occupancy.

The HOPE VI Director informed the Commissioners that a Relocation Specialist, Delores Powel, a Phase III resident, was hired and began work on January 10th.

The HOPE VI Director informed the Commissioners that with regards to relocation of Phase III residents, notices will be mailed on January 14th to eligible families along with a HUD required 90-Day Notice to Move.

Additional Phase III activities include a meeting before the city's Planning Board on January 20th for an application for subdivision, a meeting at Rhode Island Housing on January 20th regarding tax credits, a predevelopment budget to be submitted to HUD, and submission of a disposition application to HUD.

The HOPE VI Director informed the Commissioners that she has been working with Abt Associates to finalize the annual progress report for the Community and Supportive Services Workplan to be submitted to HUD in February.

The HOPE VI Director informed the Commissioners that the Neighborhood Network Center is now officially open and classes will begin next month.

The HOPE VI Director informed the Commissioners that there are fourteen Section 3 hires.

The HOPE VI Director provided the Commissioners with the following bills associated with the HOPE VI program and recommended payment be approved:

1. Abt Associates, - \$5,953.22
2. EBCAP - \$10,241.56

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

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 168 vouchers under lease as of January 1, 2005 in the Section 8 voucher program.

The Director of Finance presented to the Commissioners a copy of correspondence from the Authority's Executive Director to HUD concerning preservation of the Section 8 vouchers issued with the HOPE VI program, and a copy of HUD's response.

The Director of Finance informed the Commissioners that every effort is being made to retain funding of these vouchers issued with the HOPE VI grant.

The Director of Finance provided the Commissioners with the following list of obsolete computers and accessories totaling \$13,206.00 and requested approval to remove them from inventory.

<u>TAG #</u>	<u>ITEM</u>	<u>PURCHASE DATE</u>	<u>COST</u>
1933	Computer	04/25/96	\$ 2,475.00
1940	Computer	09/30/96	1,895.00
1942	Computer	12/31/96	2,325.00
4024	Computer	07/10/00	1,221.00
1972A	Multiplexes (4)	01/05/99	3,155.00
707-3	LAN extenders (2)	01/07/00	2,135.00

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the Director of Finance was authorized to remove the above items from inventory and explore the possibility of donating the obsolete computers to a local school.

The Director of Finance provided the Commissioners with a copy of the FY 2005 Operating Budget and briefed them on the budget items.

The Director of Finance informed the Commissioners that there is a deficit in the amount of \$190,000 due to meeting commitments associated with the CSS program as well as the decrease in housing inventory.

Commissioner Crowley indicated that he would like a workshop meeting to be held before the February 10th regular monthly meeting in order to discuss personnel matters associated with the budget. After discussion it was determined that a special closed session meeting could be held in the near future to discuss personnel and union matters.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the FY 2005 Operating Budget was adopted as presented by the Director of Finance.

The Secretary informed the Commissioners that the Authority was verbally advised today by HUD personnel that PHAs are to be funded at 88% this year.

The Secretary informed the Commissioners that when the Authority is formally notified by HUD of the 88% funding, he will notify them and provide them with options and recommendations to offset the deficit which amounts to approximately \$344,000.

The Chairwoman clarified that the FY 2005 Operating Budget adopted at this meeting is computed at 100% funding with a deficit of \$190,000, and that the Authority is now looking at 88% funding from HUD resulting in an additional deficit of \$344,000.

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 a pre-bid conference was held on January 12th, and although it was not well attended he does not anticipate any problems in receiving bid submissions on January 25th.

The Director of Maintenance provided the Commissioners with a progress report on the generator and transformer work at Donovan Manor and informed them that work has fallen behind slightly as a new building inspector was hired by the city, and additional meetings had to be held to resolve some issues regarding building codes.

The Director of Maintenance informed the Commissioners that the generator has been backordered and is expected to arrive in April which will eventually result in a request for an extension to the contract completion date.

The Commissioners clarified with the Director of Maintenance that regarding the generator work at Donovan Manor, no deviations to the building codes are to be made and the Director of Maintenance assured them that the Authority is not asking for any exemptions.

The Director of Maintenance provided the Commissioners with a progress report on Newport Heights Phase II construction and informed them that he toured the plant where the buildings and materials are stored and that there are nine buildings made and awaiting delivery, which has been hampered due to weather conditions.

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

In response to questions regarding the meal site at the Park Holm Senior Center, the Director of Social Services informed the Commissioners that meals were decreased to three times weekly in accordance with resident participation however, since participation has since increased, she anticipates the meal site program operating five times weekly in the near future.

The Director of Social Services informed the Commissioners that she will be meeting with the new director of Winslow Place to review the various programs that are available for those residents in the Transitional Housing Program.

The Commission recognized Susan Long, President of the Newport Resident Council, who provided the Commissioners with a verbal report of Resident Council activities for the month.

Ms. Long informed the Secretary that several residents who are attending college had volunteered their services at the Newport Resident Council but due to unforeseen circumstances they have had to postpone their offer.

Ms. Long invited questions to which Commissioner Hall responded by providing the Commissioners with a copy of a letter in which she informs them that the Newport Resident Council van was sold without following proper procedures.

Commissioner Hall stated that as a member of the Newport Resident Council Board of Directors she was not informed of the impending sale of the van.

In response to Commissioner Hall's question, Mr. Robert Sabel, legal counsel for the Newport Resident Council, indicated that he was not consulted prior to the sale of the van.

The Chairwoman suggested that the minutes reflect Commissioner Hall's concern that proper procedures were not followed, and Mr. Sabel's response concerning the sale of the Newport Resident Council van.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the letter to the Board of Commissioners from Commissioner Hall was received.

In response to Mr. Sabel's question regarding Rhode Island Housing's requirement that the Authority meet their one-for-one replacement in the HOPE VI program, Commissioner Shapin informed him that a reconfiguration of Phases III and IV have allowed the Authority to exceed the required unit replacement.

Upon a motion by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried the meeting adjourned at 6:15 p.m.