

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE ELEVENTH DAY OF MAY, 2006

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 May 11, 2006.

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

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

ABSENT: Commissioner Joseph R. Houlihan

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of April 13, 2006 were approved.

The itemized monthly bills reports were presented to the Commissioners.

Following a number of questions presented by Commissioners Bowley and Crowley regarding purchases made by the Maintenance Department, bills incurred by the Newport Resident Council, health care insurance bills, and a request to review several bills from vendors, a motion was made by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, authorizing payment of the bills.

The Chair suggested that if Commissioners have questions regarding future bills, they contact the Director of Finance in advance of the meeting in order that he might provide them with copies of the bills in question.

The Chair recognized the monthly reports submitted by Community Oriented Policing Officers, Piermont and Cortes.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, the C.O.P. monthly reports were accepted.

The Chair adjourned the meeting briefly in order for a group photograph to be taken of the Commission.

The Chair called the meeting to order after the brief adjournment.

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

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

The Secretary provided the Commissioners with a Memorandum in which he informs them that the Authority, in collaboration with a number of Housing Authorities within the state, is locked into pricing for a two-year period for bulk purchasing of electricity and gas. A substantial savings in both utility categories is expected to be realized.

The Secretary provided the Commissioners with a copy of a survey that is being distributed to residents in all developments with regard to the Healthy Homes Healthy Residents program. This initiative has received national recognition by the Environmental Protection Agency and Centers for Disease Control who have encouraged us to submit an application for a \$1 million grant through HUD next year.

The HOPE VI Director informed the Commissioners that Phase 1 at Newport Heights remains at full occupancy. Phase 2 is approximately eighty-six percent occupied. The first unit in Phase 3 is due in September. There are eight residents remaining in Tonomy Hill and they will be relocated by the end of this month.

The HOPE VI Director informed the Commissioners that Phase IV demolition of 100 units will begin on schedule this summer.

The HOPE VI Director informed the Commissioners that fourteen companies requested a copy of the Request for Qualifications for a Developer for Phase IV. The development team will meet on May 12th to review the four proposals received and the first round of interviews will be conducted on May 19th. The second round of interviews will be conducted on June 1st with Commissioners and a recommendation will be brought to the June meeting.

The HOPE VI Director informed the Commissioners that under the CSS program, the Boys and Girls Club and CODAC contracts will expire in June. The Authority will prepare a Notice of Funding Availability and solicit proposals for youth enrichment programs, youth services, mental and behavioral health services, employment preparation and job development services.

The HOPE VI Director informed the Commissioners that also under the CSS program she has been working with the MET School who will be establishing a location at the Florence Gray Center. Eight students and some family members were recently transported to the Providence location to attend an open house and information session.

The HOPE VI Director informed the Commissioners that the Neighborhood Networks Center started its software applications and introduction to computer classes.

The HOPE VI Director indicated that in the Notice of Funding Availability budget some additional job training programs will be included under the Section 3 program.

In response to questions regarding the two VISTA volunteers currently working in the computer lab, the HOPE VI Director provided an overview of the VISTA program and volunteer process.

Questions were presented regarding property management of Phase IV and the HOPE VI Director responded that the developer, as owner, will select the property management team. The Authority will however express an interest in managing Phase IV at the appropriate time.

Regarding questions about the possibility of a bus stop on Maple Avenue, the HOPE VI Director indicated that she was awaiting information on this matter from the HOPE VI subcommittee that was established.

The HOPE VI Director indicated that the Authority met with ICON Architects to address the issue of a playground area closer to Newport Heights. It is anticipated that Maloney Properties along with Trinity Financial will play a major role in this issue to meet commitments they made to residents prior to the HOPE VI application.

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. A copy of the Section 8 Voucher Program monthly report was also provided.

The Director of Finance informed the Commissioners that he and the Authority's accountant have been closing out the books for the fiscal year end. He indicated that when comparing spending for the year against the budget report, the year ended with a surplus. He will provide the Commissioners with formal reports at the next meeting.

The Director of Finance provided the Commissioners with additional details regarding the Authority's financial condition and expressed some concern for future occupancy and the impact it will have on subsidy.

The Director of Finance stated that in June he will be submitting to HUD a revised submission for fiscal year 2007. He indicated that although the Authority ended the fiscal year in a healthy position he does anticipate some challenges in the future.

The Secretary informed the Commissioners that a ribbon-cutting ceremony for Newport Heights Phase 2 will be held on June 12th at 10:00 a.m. and invitations will be forthcoming.

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

The Director of Maintenance informed the Commissioners that a representative from the Boston HUD office performed an on-site Federal Labor Standards Compliance Review on May 10th for all capital fund work items that are being performed and there were no findings.

The Director of Maintenance informed the Commissioners that the generator/transformer work is complete.

The Director of Maintenance informed the Commissioners that Change Order No. 3 to the contract between the Authority and Robert F. Audet for the generator and transformer work in the amount of \$1,246.88, represents the installation of a gas valve in the maintenance shop, and the time extension of 127 calendar days was due to a delay by the gas company.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, Change Order No. 3 was approved.

The Director of Maintenance presented a final Application, No. 8, in the amount of \$23,164.59 from Robert F. Audet and informed the Commissioners that the architect has reviewed this bill and recommends payment be made.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, payment of Application No. 8 was authorized.

The Director of Maintenance provided the Commissioners with a progress report on the miscellaneous mechanical renovations and informed them that the first floor of the west wing is left to do. Weather conditions will delay this work for a week but it is hoped that it will be completed by mid-June.

The Director of Maintenance provided the Commissioners with a progress report on the fire alarm upgrade work being done by Aurora Electric. Chapel Street will be completed this date and ready for testing by the city inspector and inspections by the fire department. Work on Edgar Court will begin on May 15th.

The Director of Maintenance presented to the Commissioners Application No. 2 submitted by Aurora Electric in accordance with their contract for the fire alarm upgrade work, and stated that the architect has reviewed the application and recommends payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to pay the bill from Aurora Electric in the amount of \$115,603.20.

The Director of Maintenance provided the Commissioners with a progress report on the sidewalk replacement job. One construction meeting has been held and another is scheduled for next week. The contractor, Innovative Construction, is maintaining separate records for work at Coddington Manor and Donovan Manor.

The Director of Maintenance presented Application No. 1 in the amount of \$8,010.00 for Coddington Manor, and Application No. 1 in the amount of \$7,560.00 for Donovan Manor from Innovative Construction. These applications represent start-up costs, including bonds and insurance and have been reviewed by the architect who recommends payment be authorized.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, the Secretary was authorized to pay both Applications in the amounts of \$8,010.00 and \$7,560.00 respectively.

The Director of Maintenance presented to the Commissioners a bill from Architectura, the architectural company overseeing the capital fund work projects, and recommended payment be approved.

Upon a motion by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to pay the bill from Architectura in the amount \$7,063.94.

The Director of Maintenance informed the Commissioners that with regards to Newport Heights Phase 3 construction, work is moving rapidly with over fifty carpenters on-site. He, along with the Executive Director, toured Winslow Place yesterday and work there is moving steadily.

The Secretary informed the Commissioners that the Director of Social Services is on vacation and provided them with a copy of her monthly report which she prepared prior to her departure.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the report from the Director of Social Services was accepted.

Elizabeth Fuerte, President of the Newport Resident Council, informed the Commissioners that a number of resident volunteers will be meeting in an effort to try and arrange for the Newport Resident Council office to be open five days a week.

Ms. Fuerte indicated that after the next Newport Resident Council board meeting, a copy of the meeting minutes will be provided to the Authority's Executive Director expressing any concerns that need to be addressed with respect to the council's new location.

Ms. Fuerte also indicated that the council is trying to establish a committee for the board election process this year.

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

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the Commissioner returned to open session and the Chair announced a general description of the executive session.

Upon a motion by Commissioner Landry, seconded by Commissioner Hall, and unanimously carried the meeting adjourned at 6:20 p.m.