

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE TENTH DAY OF AUGUST, 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 August 10, 2006. Roll call followed the Pledge of Allegiance to the Flag.

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

ABSENT: Commissioner Joseph T. Houlihan
 Attorney Joseph J. Nicholson, Jr.

Commissioner Bowley referenced the first page of the Minutes of the Meeting of July 13th which stated that a report was provided by Officer Cortes. None was received.

Commissioner Bowley requested that the parenthetical in the last paragraph on page two of the July 13th Minutes be removed as it contains information subsequent to the meeting.

Commissioner Bowley indicated that the last page of the July 13th Minutes stated that a line item should be added to the monthly Agenda for discussion regarding the Park Holm development and that there was no line item included in this month's Agenda.

Commissioner Hall requested clarification on page two of the July 13th Minutes regarding the Secretary's response with regard to the possibility of the steering committee obtaining their own 501(c)(3). She asked why that process has to wait.

The Chair suggested that the Secretary's response in the Minutes be changed to reflect that rather than it being premature to consider this option, it will take some time for it to happen.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Regular Monthly Meeting of July 13, 2006 were approved, as amended.

The monthly bills report was presented to the Commissioners.

Commissioner Bowley stated that when staff appear in court as a witness, there is a \$10 witness fee plus mileage provided by the state. He indicated that this provision should be reimbursed to the Authority.

Commissioner Crowley requested clarification regarding a bill for a single wall coil.

The Director of Maintenance offered an explanation for the necessity of the purchase, and its purpose.

Commissioner Crowley questioned purchases made through Casey, specifically the automatic air dispenser cans used in public restrooms. He suggested that consideration be given to purchasing automatic drip dispensers instead of the more expensive cans.

Commissioner Landry made a motion to approve the bills, which motion was seconded by Commissioner Fuerte.

Commissioner Crowley questioned the purchase of a laptop computer for the Executive Director and its cost.

The Secretary responded that the bill has not yet been received. He added that a laptop is more functional for his needs and that his computer was passed on to an employee whose computer had crashed.

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

The Chair recognized the monthly reports that were provided by Community Oriented Policing Officer Piermont.

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

The Secretary informed the Commissioners that the Newport Police Department's Annual Report showed a 60% reduction in crime rate and service calls in the Authority's properties during the last year which may suggest that the intensive drug surveillance has been beneficial.

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

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

The Secretary provided the Commissioners with an information package regarding the Healthy Residents/Healthy Homes program. Information in the package includes the results obtained from a survey that was developed by the Department of Health and provided to each resident.

The Secretary informed the Commissioners that the Department of Health has been awarded a \$40,000 grant to fund the Healthy Residents/Healthy Homes program and they will help to fund support staff at the Florence Gray Center in efforts to provide outreach to our residents.

The Secretary informed the Commissioners that work has already begun in some units to improve ventilation and surveys will be provided to residents in Park Holm who have not yet returned the survey form.

The Secretary provided the Commissioners with a progress report on the Diplomas in Students' Hands program and informed them that sixty to eighty Salve Regina students will participate in this program. Rogers High School has identified a number of our resident students who are considered at risk and an orientation presentation has been scheduled for August 24th at the Florence Gray Center. Commissioners are welcome to attend.

The Secretary informed the Commissioners that meetings are held weekly with Salve Regina and Rogers High administration staff and efforts are being made to ensure parents have information on this program.

The Secretary informed the Commissioners that he would like to replace the Authority vehicle with a leased vehicle. He solicited prices for leased vehicles as well as purchase prices.

A lengthy discussion followed after which a motion was made by Commissioner Crowley to deny the action item and authorize the Secretary to solicit bids, through advertising, for a sedan. Said motion was seconded by Commissioner Bowley.

The motion failed to pass with Commissioner Landry recusing himself and Commissioners Fuerte and Shapin opposed.

Commissioner Crowley withdrew his motion.

A motion was made by Commissioner Bowley authorizing the Secretary to go out to bid to purchase an automobile, that specifications be drawn up, and that the cost be no more than \$20,000. Said motion was seconded by Commissioner Crowley.

The Chair indicated that the Authority is not required to go out to bid on purchases less than \$100,000 but three quotes must be solicited.

The motion failed with Commissioners Fuerte and Shapin opposed, Commissioner Hall abstaining and Commissioner Landry recusing himself.

Commissioner Bowley suggested that since the Housing Authority car is in need of an expensive repair and the decision for a replacement car is being postponed for thirty days, a car may be rented for the next month.

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

Commissioner Crowley asked who the architect is for Phase 4.

The Secretary responded that the developer selected The Newport Collaborative and that he is aware of the Commission's request to be informed of his choice and given the opportunity to approve of his selection.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the developer's selection of The Newport Collaborative as architect for Phase 4 was approved.

Commissioner Crowley questioned why an advertisement was placed in a newspaper for job development services under the CSS program and an ad was not placed for an environmental consultant.

The Secretary responded that the HOPE VI Director was unable to solicit proposals for job development services without publicly advertising.

The Secretary stated that three proposals were solicited for an environmental consultant in conformance with the procurement policy and recognized practices.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and carried on a six to one vote with Commissioner Crowley opposed, the Secretary was authorized to enter into a contract for an environmental consultant with Smith & Wessel Associates, Inc. for their bid price of \$25,565.

Commissioner Hall informed the Commissioners that a number of residents at the Newport Heights mid-rise have expressed concern about a lack of security in the building.

The Secretary indicated that Maloney Properties along with Trinity Financial are exploring the feasibility of installing security cameras.

Commissioner Hall indicated that on-site security personnel should be on hand to monitor the cameras and provide immediate assistance if needed.

The Secretary stated that he would follow up on this security issue with the Newport Heights managers and the developer.

The Chair recognized the monthly report prepared by the Director of Finance.

Following a brief discussion, a motion was made by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried, to accept the finance and Section 8 program reports.

The Chair recognized the monthly report provided by the Director of Maintenance.

The Chair recognized a number of action items submitted for approval by the Director of Maintenance.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the following action items were approved:

1. Aurora Electric: Requisition #3 - \$83,521.80 (Fire Alarm Upgrade)
2. Innovative Construction: Requisition #3 - \$36,265.00 (Sidewalk Replacements)
3. Lincoln Energy: Requisition #6 - \$16,220.99 (Misc. Mechanical Renovations)
4. Freeport General Contracting: (Exterior Painting)
 - a. Change Order No. 1 - \$16,195.14
 - b. Contract time extension - 153 days
 - c. Requisition #2, final payment - \$154,821.80

The Chair recognized the monthly report submitted by the Director of Social Services.

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

The Chair invited the Resident Council to provide their monthly report.

Cindy Warren of the Newport Resident Council provided the Commissioners with an overview of the report and activities for the month.

Commissioner Bowley stated that during the recent heatwave, he was informed by the Executive Director of actions taken by the Housing Authority to provide cooling centers for its residents and neighbors. He commended the Executive Director for his efforts.

Commissioner Crowley commented that for the second time this year the meeting has been held at a location other than was originally scheduled.

Commissioner Bowley commented that he has recently received informational brochures on Lyme Disease from the Center for Disease Control and it is his intent to put together a tick removal kit for each resident's home.

Commissioner Crowley stated that under new business, in the Procurement Policy for next month's meeting, he wants a resolution ready to change the amounts in Section III. B) 3. Small Purchases.

Commissioner Crowley proposed that the amounts in the section be changed from \$1,500 to \$250 and the maximum reduced from \$100,000 to \$5,000 for purposes of soliciting three quotations. Any amount over \$5,000 must go out to bid.

The Chair indicated that this proposal will be considered at their next meeting.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried the meeting adjourned at 5:55 p.m.