

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 MARCH, 2007

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Park Holm Senior Center, One Eisenhower Street, at 4:30 p.m. on March 8, 2007.

Roll call followed the Pledge of Allegiance to the Flag.

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

ABSENT:	Commissioner	Jade Hall
	"	Joseph T. Houlihan

ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
---------------	----------	--------------------------

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of February 8, 2007 were approved.

The monthly bills report was presented to the Commissioners.

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

The Chair recognized correspondence received from Commissioner Houlihan in which he reluctantly resigns his commission due to health reasons.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the Commission regrettably accepted Commissioner Houlihan's letter of resignation and noted that he will be missed.

The Chair directed the Secretary to communicate with the City of Newport and inform them that a vacancy now exists on the Board of Commissioners.

The Chair recognized correspondence received from the Luna Community Market in which Mr. Luna thanks the Commission for their support throughout the years the market was in operation.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Commission accepted the correspondence received from Mr. Luna.

The Chair recognized the monthly report provided by Officer Piermont for the Park Holm and Tonomy Hill developments.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the monthly report submitted by Officer Piermont was accepted.

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

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

The Secretary provided the Commissioners with a copy of a progress report pertaining to the Park Holm improvement initiative and informed them that some exterior painting work is planned on the buildings. He has planned a meeting with the Park Holm Advisory Committee on March 14<sup>th</sup> to discuss these plans.

In response to the Chair's request to have the Park Holm units on the chart identified by bedroom size, the Secretary verbally clarified the bedroom sizes by building type.

Commissioner Crowley questioned the wisdom of spending funds to repaint the exterior of the Park Holm buildings when there are plans to do extensive rehab work in the future. He suggested that the Secretary contact HUD, as well as the residents of Park Holm, to determine if this work may be postponed and the funds preserved for the rehab work.

Following discussion the Chair requested that at the May meeting the Secretary provide them with a time frame and funding resource for the work to be done on the exterior of the Park Holm buildings.

Commissioner Crowley asked if the Secretary has spoken to HUD staff to inform them that extensive rehab work is planned for Park Holm and to ask them to reconsider their mandate that the units be painted in the interim.

The Secretary indicated that he is responding to a HUD directive regarding the exterior condition of these units and suggested that he be authorized to continue the investigative work to obtain cost estimates for repainting and possibly vinyl siding, if feasible.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to adhere to his proposed schedule to provide the Commissioners with budget estimates and scope of the work at the April meeting, and table the decision to pursue this work until the May meeting.

The Secretary provided the Commissioners with a report on the commercial building located at 133 Beacon Street and informed them that in order to bring the building into compliance with fire department regulations, cost estimates are over \$200,000.

The Secretary indicated that the other option would be to advance the planning schedule for the new building on Hillside Avenue. Following a meeting with the city's planning department staff we can now start a feasibility study and begin the planning work for the new building with a \$40,000 grant from the city for marketing and planning efforts.

Commissioner Fuerte indicated that the Authority has an obligation for a grocery store as this was part of the HOPE VI plan for resident-owned businesses, and that she has a petition signed by 300 residents stating their need for such a store in the area.

The Chair asked that 1) if changes were made to the building now, what would be the time frame for it to be closed and inoperable, and 2) if construction began on a replacement commercial building now, how soon would it be ready for use?

The Secretary stated that it would take approximately four to six months to develop architectural plans and specifications in order to meet the fire department's requirements, and consultation with the architect to ensure other code requirements are met. Alternatively, an RFQ for a developer could be produced for the four store fronts and that process could take approximately one to two months.

Commissioner Bowley suggested that the Secretary explore the possibility of Peapod shopping at Stop and Shop for the convenience of residents and that the Social Services Department could relay information about this type of shopping to our residents.

The Social Services Director stated that the Food Pantry also makes home deliveries to residents who are unable to get out and she will include this information again in the newsletter.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to develop a plan for discussion regarding the commercial building at 133 Beacon Street within the next sixty days.

The Secretary provided the Commissioners with an update regarding Hope Security's request for a rate increase and informed them that he contacted other Housing Authorities to determine their methods of providing security at their elderly sites and the results vary from the provision of security cameras to utilizing security personnel.

The Secretary recommended that the Commission approve the \$.65 per hour increase of which \$.50 is to be applied for wage increases and \$.15 is to offset the increase in insurance costs.

The Secretary also recommended that he be authorized to prepare an RFQ for Security Services to be effective June 1, 2007.

Commissioner Crowley made a motion to table this issue until such time as the Commission has had an opportunity to decide what type of security should be provided.

Following discussion, Commissioner Crowley indicated he would withdraw his motion to table this request from Hope Security, provided the Commission has a meeting to further discuss the type of security services that would be appropriate for our elderly residents.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the \$.65 per hour increase was approved from this date until June 1, 2007, after which time a plan is to be developed for the provision of security services.

The Secretary acknowledged the monthly report submitted by the HOPE VI Director.

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

The Secretary reviewed with the Commissioners a request from Trinity Development regarding a proposed maintenance building to be located off Hillside Avenue.

Commissioner Bowley made a motion to table the request from Trinity pending receipt of a full report from the Authority's architect with regard to the Maintenance Building at Hillside Avenue. Said motion was seconded by Commissioner Crowley, and unanimously carried.

Commissioner Bowley made a motion authorizing the Secretary to contact Trinity to make them aware of space available at the Maintenance Department, and that the money they intend to expend on a maintenance facility for Newport Heights was funded by the Authority. Said motion was seconded by Commissioner Crowley and unanimously carried.

The Secretary presented to the Commissioner the 2006 CSS Annual Progress Report.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the CSS Annual Progress Report was accepted, and congratulations extended to the CSS staff.

The Secretary acknowledged the monthly reports submitted by the Director of Finance.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the monthly reports submitted by the Director of Finance were accepted.

The Secretary acknowledged the monthly reports submitted by the Director of Maintenance.

Upon a motion by Commissioner Bowley, seconded by Commissioner Fuerte, and unanimously carried, the monthly reports submitted by the Director of Maintenance were accepted.

The Secretary presented to the Commissioners Change Order No. 1 in the amount of \$37,500.00 from Aurora Electric, Inc. in conjunction with the fire alarm upgrade at DeBlois Street and recommended it be approved.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, Change Order No. 1 in the amount of \$37,500.00 from Aurora Electric, Inc. was approved.

The Secretary presented to the Commissioners Change Order No. 2 in the amount of \$3,000.00 from Architectura, Inc. for engineering services for construction documents in conjunction with the fire alarm upgrade work at DeBlois Street.

Commissioner Bowley requested clarification on Change Order No. 2 submitted by Architectura and noted that the architect referenced the incorrect project, Park Holm Water Damage Investigation, rather than work connected to the fire alarm upgrade at DeBlois Street.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, Change Order No. 2 in the amount of \$3,000.00 from Architectura, Inc. was approved contingent upon the Architect submitting correct Change Orders.

The Director of Social Services presented to the Commissioners her monthly report.

The Director of Social Services informed the Commissioners that she was able to obtain by donation a 1997 passenger van that has been given to a family of eleven in Park Holm.

The Director of Social Services informed the Commissioners that she received a check donation in the amount of \$1,602.00 from Stop and Shop as a contribution to the Food Pantry.

The Director of Social Services informed the Commissioners that the Social Services Department is sponsoring a conference on childhood poverty at the end of March and Stop and Shop will provide the lunch for the attendees at no charge.

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

The Chair acknowledged the monthly report submitted by the Newport Resident Council.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the report submitted by the Newport Resident Council was accepted.

The Chair invited any Commissioner with a request to present it at this time.

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