

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 MAY, 2007

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 at 4:30 p.m. on May 10, 2007.

Roll call followed the Pledge of Allegiance to the Flag.

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

ABSENT:           Commissioner Elizabeth Fuerte

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 April 12, 2007 were approved.

The monthly bills report was presented to the Commissioners.

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

The Chair recognized correspondence received from Commissioner Elizabeth Fuerte in which she tenders her resignation from the board.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Commission accepted Commissioner Fuerte's letter of resignation with regret.

Upon a motion by Commissioner Hall, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to send flowers to Commissioner Fuerte, and to send an appropriate gift to former Commissioner Houlihan in appreciation of their efforts while they served on the board.

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

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, Officer Piermont's monthly report was accepted.

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

The Secretary informed the Commissioners that the Authority is currently updating its public housing waiting list in accordance with policy and that next month's Application Report will reflect any changes.

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 progress report on the Park Holm and Pond Avenue/Edgar Court exterior painting projects and informed them that a pre-bid conference was held on May 3<sup>rd</sup> for Park Holm, and the bid opening will be held on May 17<sup>th</sup>. A pre-bid conference for Pond Avenue/Edgar Court will be held on May 14<sup>th</sup> and the bid opening is scheduled for May 25<sup>th</sup>.

Commissioner Crowley referenced a letter that the Executive Director sent to the Department of Housing and Urban Development regarding the Park Holm exterior painting work and asked if a written response might be expected prior to their next meeting.

The Secretary indicated that if a formal response is not received from HUD prior to the next meeting he will provide the Commission with a written account of his verbal conversation with Ms. Asia Stambler of the local HUD office.

The Secretary informed the Commissioners that a meeting was held on May 1<sup>st</sup> with residents and representatives from the Department of Elderly Affairs regarding security services at the Donovan Manor.

The Secretary presented to the Commissioners a draft Request for Proposals for Unarmed Security Services. He recommended that the 8:00 a.m. - 4:00 p.m. shift be eliminated while Housing Authority staff is present in the building and stated that DEA staff concurred with his recommendation.

Following discussion a motion was made by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried, approving the Request for Proposal with the addition of some ranking criteria to assist in evaluating and selecting the most suitable proposal.

The Secretary addressed the Phase 5 planning initiative and suggested that a meeting be held with the Newport Collaborative and the Commission to discuss this phase. He proposed May 29<sup>th</sup> at 4:30 p.m.

The Chair suggested that a special meeting be held and that an executive session be included to do the Executive Director's annual performance review.

The Secretary indicated that he would confirm the date and time with Newport Collaborative staff and confirm the meeting with the Commission members.

The Secretary presented to the Commissioners a letter from HUD informing the Authority that the owner of the Rolling Green Apartments has elected to prepay the mortgage, and inquired if we are interested in administering the Section 8 vouchers assigned to this development. HUD will provide enhanced tenant based vouchers to eligible residents to continue receiving housing benefits. This could result in the Authority administering approximately 150 - 170 enhanced vouchers.

The Secretary informed the Commissioners that he is meeting with the owner of Rolling Green Apartments on June 11<sup>th</sup> and he will keep them informed on the progress of this opportunity.

The Chair suggested that this item could be added to the Agenda for the May 29<sup>th</sup> meeting.

The Secretary provided the Commissioners with a copy of correspondence from Rhode Island Housing in which they inform us that the Authority has been awarded a \$15,000 grant for the Newport Community School's Youth Rap program for 2007-2008.

The Secretary provided the Commissioners with a report on the Donovan Manor elevators and informed them that he met with representatives from Otis Elevator for an inspection of both elevators. The machines proved to be in excellent condition and all systems are functioning correctly. It was recommended that we plan to replace the door operators and hall fixtures in the future for an approximate cost of \$25,500.

Following discussion regarding funding sources for the necessary work, the Chair suggested that the Secretary decide on a course of action on this issue and provide them with a report at the next meeting.

The Secretary provided the Commissioners with a report on the Newport Heights Maintenance Building and recommended that we approve the location of the maintenance garage to be built on Sunset Boulevard.

Commissioner Bowley moved to approve the Secretary's recommendation that the maintenance garage for Newport Heights be built on Sunset Boulevard, which motion was seconded by Commissioner Landry, and unanimously carried.

The Secretary provided the Commissioners with a draft Request for Proposals for the Hillside Avenue commercial building and informed them that he and Commissioner Bowley met with Paige Bronk at the City's Planning Department to ensure we would be in compliance with our plans.

The Chair suggested that for evaluation and selection purposes a point system be included for items bulleted in Part 8.

Commissioner Bowley suggested that the language in Part 4 be changed from "Desirable Future Uses" to mandate these uses, and to include an item that indicates the Authority will provide maintenance services to the residential rental units.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried, the Request for Proposals for a Hillside Avenue Commercial/Residential Building was approved, as amended, with a submission deadline of sixty days.

The Secretary informed the Commissioners that in order to electronically submit the Public Housing Assessment for FYE 3/31/07 a Resolution is required.

The following Resolution was introduced by Commissioner Landry, it being Resolution No. 1023. Same was read aloud and in full by Commissioner Landry and considered by the Commissioners.

Resolution No. 1023

WHEREAS, the Public Housing Assessment System (PHAS) indicators as of March 31, 2007 are as follows:

NOW, THEREFORE, BE IT RESOLVED, that the PHAS Certification be approved and signed by the Executive Director.

Commissioner Landry moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Hall, and upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
Commissioner Shapin	None
" Bowley	
" Crowley	
" Hall	
" Landry	

The Chair thereupon declared said motion carried and said Resolution adopted.

The Secretary provided the Commissioners with a copy of an article published by the Newport Daily News on Beth's Quest and the Lyme disease awareness program. He informed them that a successful training session was held at the Florence Gray Center on April 24<sup>th</sup>. A second training session will be held on May 22<sup>nd</sup> for our maintenance department employees, employees of the City's Parks and Recreation Department and Water Department staff.

Commissioner Bowley stated that students from a local vocational school who are interested in health care have also expressed an interest in receiving this training.

Commissioner Bowley thanked staff members who assisted with the arrangements for the April 24<sup>th</sup> presentation and stated that he has received many calls supporting his efforts. A local television channel will be meeting with him and his daughter, and a cable station will be airing a program on May 26<sup>th</sup>.

The Chair asked Commissioner Bowley if he would take a special interest in the land in Miantonomi Park and work with the Parks Department to ensure that the design of the trails is wide enough.

The Secretary informed the Commissioners that management staff have requested an appeal hearing with regard to a decision made by the Board of Tenant Affairs. He suggested that the hearing might be heard at the special meeting scheduled for May 29<sup>th</sup>.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the appeal hearing will be added to the May 29<sup>th</sup> Agenda.

The HOPE VI Director reviewed with the Commissioners her monthly report and informed them that Phases 1, 2 and 3 at Newport Heights are at 99% occupancy.

The HOPE VI Director informed the Commissioners that proposals for Phase 4 demolition are due on May 11<sup>th</sup>. A contractor should be on board the following week and demolition can begin immediately thereafter.

The HOPE VI Director informed the Commissioners that there are fifteen families awaiting relocation in Phase 5. Units are available for all but six families, two of whom are in eviction, and the plan is to temporarily house the remaining families on one street.

The HOPE VI Director requested that the Commission approve an extension to the Boys and Girls Club contract through the end of the HOPE VI grant for a cost of \$92,750.00. The extension will include two summer programs, on-site and off-site, as well as programs for the academic year and a Saturday program.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the HOPE VI Director was authorized to extend the Boys and Girls Club contract through the end of the HOPE VI grant for a cost of \$92,750.00.

The Director of Finance provided the Commissioners with his monthly reports and directed their attention to the renewal of the property insurance coverage.

The Director of Finance informed the Commissioners that due to new standards implemented by the insurance industry, insurance premiums have increased greatly and have high deductibles for damages caused by wind or hailstorms.

Discussion followed and the Director of Finance was instructed to make a recommendation at a future meeting after he has explored all possibilities for the continuation of property insurance coverage, including self-insurance.

The Director of Finance reviewed with the Commissioners financial statements for FYE 3/31/07 and requested authorization to submit them to the Department of Housing and Urban Development.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Director of Finance was authorized to submit the financial statements to HUD.

The Director of Finance informed the Commissioners that the excess vans were sold for a total of \$2,600.00. We still have the street sweeper which has been unused for approximately nine years and one truck, and the Director of Finance recommended that they be disposed of.

Commissioner Bowley suggested that the Tommygate and plow on the truck be retained and fitted to one of our other vehicles.

The Secretary indicated that he will contact the Tenant Company to determine what it would take to fix the street sweeper.

The Secretary stated that the FYE 3/31/08 Operations Budget will be tabled until the next meeting to allow him time to obtain supplemental information.

The Secretary presented to the Commissioners a bill from Architectura, Inc. in the amount of \$6,771.00 for capital work items in conjunction with their contract with the Authority.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to pay the bill from Architectura, Inc. in the amount of \$6,771.00.

The Secretary presented to the Commissioners the Director of Social Services' monthly report and informed them that she is out of town.

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

Commissioner Landry requested that the Secretary look into the possibility of fencing off the Luna Market for safety reasons.

Commissioner Bowley requested that the Secretary look into the feasibility of increasing police details for the vacant buildings in Tonomy Hill while suspicious fires are breaking out in the city.

A resident, Ms. Yvette Harris, indicated that another resident has requested the Commission's support of a petition to keep the Boys and Girls Club, the lunch program, and "No Child Left Behind" program going and provided the Commissioners with a copy of a petition letter.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, the letter was accepted and given to the Secretary.

Upon a motion by Commissioner Bowley, seconded by Commissioner Hall, and unanimously carried the meeting adjourned at 6:00 p.m.