

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 OCTOBER, 2007

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Administration Building, 120B Hillside Avenue, Newport, Rhode Island at 4:30 p.m. on October 11, 2007.

Roll call followed the Pledge of Allegiance:

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

ABSENT:	Commissioner	Jade Hall
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ALSO PRESENT:	Attorney	Joseph J. Nicholson, Jr.
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The Secretary introduced to the Commissioners the new Administrative Assistant, Donna Bonnenfant, replacement for Morag Ethier who is retiring.

The Chair recognized Morag and on behalf of the Commissioners, thanked her for all her years of service.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of September 13, 2007 were approved.

The monthly bills report was presented to the Commissioners.

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

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 Bowley, and unanimously carried, Officer Piermont's monthly report was accepted.

The Secretary presented to the Commissioners a copy of correspondence from Joanne Hoops, Executive Director of the Boys and Girls Club, in which she states the interest of the Boys and Girls Club to construct a new club adjacent to the Florence Gray Center on Authority property.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, Ms. Hoop's letter was received.

Commissioner Bowley indicated that he is opposed to leasing land to any organization that is not being used for housing. He also considers it premature of the Boys and Girls Club to begin preliminary discussions with consultants regarding this proposal.

Commissioner Bowley requested that the Executive Director contact the Boys and Girls Club and advise them of the Commission's concerns and to also make them aware of the energy consumption and janitorial services that have been provided to them free of charge for many years.

Commissioner Landry questioned the difference in leasing land to the Boys and Girls Club from that of the MET School.

A motion was made by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried to table discussion until the December meeting following a meeting between the Executive Director and the Boys and Girls club to clarify the intent of the building.

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

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

Commissioner Bowley reviewed his memo to the Board regarding the Fringe Benefit Analysis. The proposals do not reflect the intent of surveys being commissioned.

A motion was made by Commissioner Bowley, seconded by Commissioner Crowley and unanimously carried, that the Board approve a cap sum of \$25,000 following a meeting between the Chair, Vice Chair and the Executive Director to review the proposals, score them, interview, select a consultant and negotiate a contract.

The Secretary gave a verbal update to the Commissioners on the Resident Commissioner Election. The election date will be held on December 9th at each development. The election will be conducted on a Sunday to benefit residents. Required notices and requests for nominations will be provided to all resident households.

The Secretary reviewed with the Commissioners Resolution No. 1029 along with a summary. Old payment standard and new standard are reflecting the increases in the FMR payment.

A motion was made by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried to support and approve Resolution No. 1029.

The HOPE VI Director provided the Commissioners with a copy of her monthly report and informed them that Newport Heights is at 98% occupancy. Demolition has been completed on the original Phase IV site. Demolition will soon begin on Cowie Street and the Luna Market with added costs which are outlined in the Master Development Agreement Amendment memo included the Board packet.

The HOPE VI Director informed the Commissioners that she is working toward a closing on the home ownership phase. Staff will attend the RI Housing Board meeting on October 18th to receive final approvals for the tax credit rental deal.

The HOPE VI Director informed the Commissioners that we have an approved Phase V replacement housing agreement with RI Housing. There have been conceptual site plans drafted for the Phase V redevelopment efforts.

The HOPE VI Director recommended the following amendment of the Master Development Agreement for Phase IV

- 1). Section 3.6 site allowance demo from \$750,000 to \$900,000 for the six Cowie Street buildings and the Luna Market.
- 2). Funding section for home ownership increasing from \$280,000 to \$490,000 (approved by the board last month) need permission to update in the MDA.
- 3) Clarify that Valley will receive a 5% overall developers fee for Phase IV.
Note: Breakdown will be an 8% fee on the home ownership side and a 4% fee on the rental side, but the total fee will not exceed an overall 5% for combined project.

A motion was made by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried approving an amendment to the Master Development Agreement.

The Director of Finance provided the Commissioners with copies of his monthly reports.

The Director of Finance informed the Commissioners that the Authority is required to have an Asset Disposition Policy and presented to them a copy of the procedures used when disposing of assets.

Following a review of the procedures a Resolution was introduced by Commissioner Crowley, it being Resolution No.1028. Same was read aloud and in full by Commissioner Crowley and considered by the Commissioners.

Resolution No. 1028

WHEREAS, from time to time it is necessary to dispose of assets, now therefore the following Asset Disposition Policy is adopted.

It shall be the policy of the Housing Authority to dispose of assets when:

1. The asset no longer functions to serve the purpose for which it was procured
2. The asset cannot be repaired, converted or modified to serve a new purpose
3. The asset can be repaired, converted or modified but doing so is prohibitive due to the cost; and

Assets to be disposed will be proposed for disposal in writing to the Board of Commissioners for removal from accounting records. Included will be asset description, year purchased, cost, accumulated depreciation and any gain or loss from disposal; and

For assets having a potential salvage value three potential purchasers shall be contacted to obtain a price, and assets slated for disposal shall be posted on an electronic bulletin board. The asset will be offered to the highest offer; and

For assets not having a potential salvage value the asset shall be physically disposed.

Commissioner Crowley moved that the foregoing Resolution be adopted as amended, to include posting on an electronic bulletin board, which motion was seconded by Commissioner Bowley, and upon roll call the "Ayes" and "Nays" were as follows:

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

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

The Director of Finance reviewed with the Commissioners revisions to the most recent Capital Fund Programs for FY 2006 and FY 2007. He provided them with an explanation of the changes that were made to each grant.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, changes to the FY 2006 and FY 2007 Capital Fund Programs were approved.

The Secretary presented to the Commissioners the monthly Maintenance Report.

The Secretary presented to the Commissioners the following three action items and recommended approval.

1. Application #4 from Freeport General Contracting in the amount of \$72,930.60 in accordance with their contract with the Authority for exterior painting at Park Holm.
2. Application #5 from Freeport General Contracting in the amount of \$244,910.70 in accordance with their contract with the Authority for exterior painting at Park Holm.

3. Change Order #2 from Freeport General Contracting in the amount of \$264,373.00 in accordance with their contract with the Authority for exterior painting at Park Holm.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the aforementioned action items were approved.

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

Commissioner Bowley asked the Director of Social Services to inquire of the Newport Partnership Coordinator if information he provided to her regarding Beth's Quest will be addressed at their next meeting.

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

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

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

Ms. Yvette Harris approached the Commission regarding her previous request for a mediator to help resolve some of the problems experienced by the Newport Resident Council and asked if the Secretary had taken action in this regard.

The Chair stated that she had expected Mr. Robert Sabel to provide a recommendation to the Commission at this meeting.

Mr. Sabel indicated that the Newport Resident Council has funds that could be used for the purpose of hiring a mediator.

The Secretary stated that the Newport Resident Council Secretary, Cindy Warren, has informed him that she is willing to work with residents and Mr. Sabel and believes she can be of assistance in resolving the current issues.

The Chair offered to receive requests from Commissioners and there were no requests made.

The Chair recognized a report prepared by the Executive Director in response to Commissioners' Requests received at the September meeting.

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

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried the meeting adjourned at 5:45 p.m.