

THE MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF NEWPORT, RHODE ISLAND  
HELD ON THE FIFTH DAY OF FEBRUARY, 2009

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Donovan Manor Community Room, Newport, Rhode Island at 4:30 p.m. on February 5, 2009.

Roll call followed the Pledge of Allegiance:

PRESENT:	Chairperson	Jan Shapin
	Vice Chair	Rodney Bowley
	Commissioner	Frank Coleman
	"	Frank McCauley
	"	Constance Vergowven
	"	Cheryl Abney

ABSENT: Commissioner John Crowley, Jr.

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

The Secretary requested authorization to add an Agenda item requesting payment for Innovative Construction in the amount of \$26,925.00. This request was distributed to the Commissioners at the beginning of the meeting. This would be added to the Agenda as Action Item #3.

The Chair person also requested to move the Park Holm Master Plan Agenda item up to Agenda item #6 instead of #10 per the request of Commissioner Abney as she has been excused from the meeting early for another appointment.

Upon a motion by Commissioner Coleman, seconded by Commissioner Bowley, and unanimously carried to accept both above requests.

Commissioner Bowley made a correction on the January meeting minutes. Page One Commissioner Bowley was shown as present and was absent. Chairperson Shapin also corrected Page Two; the last bullet should read "The NHA would have to approve construction on the land and negotiate a 20 year lease agreement of the land to the MET School for the sale of the John Gallagher building" should have read "Long Term" lease agreement.

Upon a motion by Commissioner Coleman, seconded by Commissioner Abney, and unanimously carried the corrected minutes of the regular monthly meeting held on January 8, 2009 were approved.

The monthly bills report was presented to the Commissioners.

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

C.O.P. Report was presented to the Commissioners.

Officer Piermont stated that calls and services were down.

Upon a motion by Commissioner Coleman seconded by Commissioner Vergowven, and unanimously carried, the C.O.P. Report was accepted.

The Secretary submitted a letter from the Citizens Bank regarding a donation in the amount of \$909.00.

Upon a motion by Commissioner Coleman seconded by Commissioner Vergowven, and unanimously carried, the donation from Citizens Bank was accepted.

The Secretary submitted to the Commissioners the Consent Calendar items which included the Occupancy Reports, Applications, and January Collection Loss Reports.

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

The Secretary requested approval for payment regarding the Donovan Manor Addition – TRAC Builders for Requisition #4 in the amount of \$95,922.40; Requisition #5 in the amount of \$112,586.85 and Change Order #2 in the amount of \$65,218.72 for UST Removal – Remediation Soil.

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the request for payment for TRAC Builders Requisition #4, #5 and Change Order #2 was approved for payment.

The Secretary requested approval for payment regarding the Florence Gray Center Exterior Work for Martone Service Co., for Requisition #2 in the amount of \$145,968.00 and Requisition #3 in the amount of \$26,600.

Upon a motion by Commissioner Coleman, seconded by Commissioner Vergowven, and unanimously carried, the request for payment for Martone Service Co. Requisition #2, and #3 was approved for payment.

The Secretary requested approval for payment regarding the Florence Gray Center and Earl Ave. Emergency Generators for Innovative Construction, Inc., for Requisition #1 in the amount of \$27,612.00.

Upon a motion by Commissioner Coleman, seconded by Commissioner Bowley, and unanimously carried, the request for payment for Innovative Construction, Inc., Requisition #1, in the amount of \$27,612.00 was approved for payment.

The Secretary requested approval for payment regarding the Earl Ave. site improvements for Pezzuco Construction, Inc., in the amount of \$27,925.00.

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the request for payment for Pezzuco Construction in the amount of \$27,925.00 was approved for payment.

The Secretary requested approval of the bid award to RDK Engineers for Architectural/Engineering Services at the Florence Gray Center for the fire alarm and sprinkler system in the amount of \$48,600.

Upon a motion by Commissioner Coleman, seconded by Commissioner Abney, and unanimously carried, the bid award to RDK Engineers in the amount of \$48,600 was approved.

The Secretary reviewed the Amendment to Appendix #3 of the Personnel Policy. The Secretary is requesting approval of the item identified in red to be added and to be incorporated into the Personnel Policy immediately with final Board approval of the Personnel Policy to take place at the March or April Board meeting. The second document requested for approval was the item identified in red in the Statement in the Drug Free Workplace. This policy statement was adopted several years ago by the Authority. Following approval of these changes, the Statement will be sent out to all employees for review and signature for the employee file as well as being immediately incorporated into the Personnel Policy.

Upon a motion by Commissioner Coleman, seconded by Commissioner Vergowven, and unanimously carried, the language of the Appendix #3 Personnel Policy and the Drug Free Workplace Statement was approved.

The Director of Operations presented the Park Holm Master Plan Update to the Board and Residents.

- An informational workshop by Mostue & Associates was held on January 29, 2009 at 4:30 p.m., where they provided a draft of ideas and thoughts for the Board to consider. Attendees included the Board of Commissioners and the Newport Resident Council members. Support and enthusiasm was shown by all with the plans that were presented.
- Mostue & Associates presented a 3 Segment Development Plan for Park Holm.

They are as follows:

- Segment #1 was for 164 units of renovation at Park Holm
- Segment #2 was for a 202 Plan (Elderly Housing) for 50 units in one building; 3 or more stories.

- Segment #3 was selected demolition and new construction of another 98 units.
- Beginning with 262 units in Park Holm and will end with 262 units.

Costs were explored with Mostue to have construction drawings completed for Segment #1 in the event that the Authority becomes eligible to receive funding based on the upcoming Economic Stimulus Plan. Based on this availability, with drawings and proposals completed we would be able to move forward with construction on Segment #1 in Park Holm, within 75-90 days.

HACN received a proposal from Mostue to develop 100% construction drawings for Segment 1 at a cost of \$36,000 - \$43,000 per month for up to three months.

The Secretary requested approval of a change order for Mostue in the amount of \$25,000 to add to their current contract to begin construction drawings and continue moving forward for 30 days until clarification can be sought by the Executive Director and Director of Operations, from HUD, regarding the need for an RFP for these architectural services.

Upon a motion by Commissioner Bowley seconded by Commissioner Coleman, and unanimously carried, the change order for Mostue & Associates in the amount of \$25,000 was approved. In addition, the Executive Director will seek guidance from HUD regarding whether or not an RFP is required. If an RFP is required, the Executive Director is authorized to issue the RFP. An update will be presented to the Board at the March meeting.

The Secretary presented to the Commissioners the reports for Finance Administration and Maintenance. A request was made by Chairperson Shapin, to the Director of Operations, to review and create a more understandable S8 report for the Commissioners.

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the reports were accepted as read.

The Director of Operations provided the Commissioners with her monthly reports. VAHC issued a change order to HACN for \$85,030 for the underground installation of electric lines that will provide service to the HACN's main office and maintenance garage and Phase IV and Phase V units. This money is allocated with capital funds for Phase 4 and Phase 5. In regards to the master plan, we are meeting with the residents regarding the Park Holm Master Plan on February 12<sup>th</sup> at 4:00 p.m., with Mostue and Associates in the Administration Building. Any Commissioners may attend.

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the reports were accepted as read.

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

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the reports were accepted as read.

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

Upon a motion by Commissioner Bowley seconded by Commissioner Vergowven, and unanimously carried, the reports were accepted as read.

Commissioner's Request (s):

- The Secretary requested that the March 12<sup>th</sup> meeting be moved to March 5<sup>th</sup> as there is a scheduling conflict with one or two of the Board members.

Upon a motion by Commissioner Bowley, seconded by Commissioner Vergowven, and unanimously carried, the Board adjourned the regular monthly meeting at 5:25 p.m.