

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 OCTOBER 2013

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session in the Newport Housing Authority Administration Office, Newport, Rhode Island at 5:00 p.m. on October 8, 2013.

Roll call followed the Pledge of Allegiance and Silent Prayer:

PRESENT:

Chair	Frank Landry
Vice Chair	Frank Coleman
“	Frank McCauley
“	Charles Laranjo
“	Nikki Vazquez

ABSENT: “ Cheryl Abney

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried, the minutes of the regular monthly meeting held on September 10, 2013 were approved.

The Secretary requested authorization and approval of the monthly bills.

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

The Secretary requested authorization and approval of the following payment (s):

a). Authorization and approval for requisition for payment #5 to Stand Corporation for the Hillside Homes Project in the amount of *\$177,245.00*.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried, authorization to pay requisition #5 to Stand Corporation in the amount of *\$177,245.00*.

b). Authorization and approval for change order #1 to Stand Corporation for the Hillside Homes Project for sidewalk & road opening in the amount of *\$86,974.19*.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried, authorization to pay change order #1 to Stand Corporation in the amount of *\$86,974.19*.

c). Authorization and approval for requisition for payment to FJS Associates for the Hillside Homes Project in the amount of *\$13,275.00*.

Upon a motion by Commissioner Vazquez, seconded by Commissioner Laranjo, and unanimously carried, authorization to pay FJS Associates in the amount of *\$13,275.00*.

d). Authorization and approval for requisition for payment #7 to Honeywell International, Inc. for the EPC Project in the amount of *\$326,700.00*.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Coleman, and unanimously carried, authorization to pay Honeywell International, Inc. in the amount of *\$326,700.00* and authorize the release of funds.

Park Holm Redevelopment:

a). Authorization and approval for requisition for payment #14 to TAG Associates, Inc. for consulting work for the Park Holm Redevelopment Project in the amount of *\$36,279.68*.

Upon a motion by Commissioner McCauley, seconded by Commissioner Laranjo, and unanimously carried, authorization to pay TAG Associates in the amount of \$36,279.68.

The Secretary gave a report to the Board regarding the upcoming Resident Election Budget. The budget consists of staff time and supplies to hold the election including staffing at the polls as mandated by the City of Newport general laws. The Secretary requested approval of the budget to hold the election in the amount of \$1,422.00.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Coleman, and unanimously carried, authorizing the Resident Election budget in the amount of \$1,422.00 and authorizing the Executive Director and staff to proceed with the process reporting the results back to the Board.

The following Resolution was introduced by Commissioner Coleman, it being Resolution No. 1079. Same was read aloud and in full by Commissioner McCauley, and considered by the Commissioners approving the Weather Preparedness Plan as required by FEMA.

RESOLUTION NO. 1079

Weather Preparedness Plan

WHEREAS, the Newport Housing Authority's Weather Preparedness Plan including the "All Hazards – All Disciplines" designed to direct the employees & residents of the Housing Authority of Newport through any type of natural or man made disaster situation which may arise. It recognizes that some events occur with no advance warning at all, while others provide a great deal of early warning, while others provide the available resources locally and those available through a variety of alternative sources.

This approach to management of a single significant incident or numerous events concurrently demands each player have a thorough knowledge of their roles, responsibilities, capabilities and limitations. It provides a basis operating structure while allowing for flexibility necessary when situations dictate change.

The "All Hazards-All Disciplines" Plan enhances the ability of the Housing Authority of Newport to prepare for and manage domestic incidents by establishing a single and comprehensive approach to incident management. It accomplishes this by integrating all aspects from pre-incident awareness, prevention, and preparedness to incident response and post-incident recovery.

NOW, THEREFORE, BE IT RESOLVED, that the Weather Preparedness Plan be approved and signed by the Chairman and attested to by the Executive Director.

The Chairman thereupon declared said motion carried and said Resolution adopted with attached documents.

The Secretary presented to the Commissioners the collection loss report requesting a write off in the amount of \$7,779.79 as uncollectible and classified as bad debt.

Upon a motion by Commissioner McCauley, and seconded by Commissioner Coleman, and unanimously carried, the write off in the amount of \$7,779.79 was approved.

The Secretary submitted to the Board the Consent Calendar items which included the C.O.P. Report, Occupancy, Applications, & Section 8 Report, Resident Services Report, Actual YTD Expenses, Operating Reserve Analysis and Collection & Loss payment in the amount of \$100.00.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Coleman, and unanimously carried, the above Consent Calendar items were received as presented.

The Secretary presented to the Board an updated Capital/ARRA Projects report regarding the Hillside Homes, Energy Performance Contract, Winter Storm "Nemo", Park Holm, Florence Gray Center, Donovan Manor, Pond Avenue/Edgar Court.

Upon a motion by Commissioner Vazquez, seconded by Commissioner Coleman, and unanimously carried, the report regarding the Capital/ARRA Project (s) updates were received as presented.

The Secretary presented to the Board the Newport Resident Council monthly report to be received.

Upon a motion by Commissioner Vazquez, seconded by Commissioner McCauley, and unanimously carried, that the monthly report regarding the Newport Resident Council was received as written.

Upon a motion by Commissioner McCauley, seconded by Commissioner Laranjo, and unanimously carried, the meeting adjourned at 5:25 p.m.