

# **BOARD OF COMMISSIONERS REGULAR MEETING**

**Burns Manor**

**Community Room**

**95 Park Street**

**Pawtucket, RI 02860**

**Wednesday, October 16, 2013 at 5:30 P.M.**

## **AGENDA**

**1. Meeting called to Order**

**2. Roll Call**

**3. Resident and Public Concerns**

**4. Extract of Minutes of previous year October 17, 2012 Meeting**

**5. Approval of Minutes from September 18, 2013 Meeting**

**6. Approval of Minutes from Special Meeting September 26, 2013 Meeting**

**7. Correspondence**

**None**

**8. Report of the Executive Director**

- **Personnel Contract Log**

**9. Consent Agenda - Department Reports**

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

## **10. New Business**

### **10.1 Resolutions**

- **Resolution #1041 - 2014 Fair Market Rents**

### **10.2 Approvals**

- **Approval to award contract for the Mega Disposal Corp. for the entire PHA Trash and Recycled goods.**
- **Approval to award contracts for Grant Writing Services for PHA**

## **11. Old Business**

- A. **Approval to award contract for Section 8 HQS Inspection Service**

## **12. Executive Session**

## **13. Other Business**

## **14. Adjournment**

**THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING**

**The meeting was called to order by Chairperson Kevin Rabbitt at 5:30 P.M. with a motion by Vice Chairperson Nieves and a seconded by Commissioner Carrera.**

**Upon roll call those present and those absent were as follows:**

## **Present**

**Kevin Rabbitt, Chairperson**

**Reinaldo Nieves, Jr., Vice Chairperson**

**Stella Carrera, Commissioner**

**Raymond Gannon, Commissioner   Absent**

**Harvey Goulet, Commissioner**

**Diane Legrand, Commissioner   Absent**

**Robert Ricci, Commissioner**

**Stephen Vadnais, Executive Director**

**Jim Goff, Deputy Executive Director**

**Maureen McNulty, Executive Secretary**

**Joseph Loconto, Finance Director**

**Robert Corsini, Director of Operations**

**Lisa Cloutier, Attorney**

## **Resident and Public Concerns**

**Chairperson Kevin Rabbitt opened up the floor to resident concerns and/or issues at Burns Manor. Mrs. Mossor, President of the Resident Association expressed her concern with the feeding of wild animals by the residents. Squirrels have been a problem this year and she contributes that to residents feeding them. A question about a light blinking on and off at night was directed to the development manager.**

## **Approval of Minutes**

**Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of September 18, 2013 meeting. There were no other questions or objections.**

**A motion was made to approve the minutes of September 18, 2013 by Commissioner Carrera and was seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

### **AYES**

### **NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Gannon Absent**

**Commissioner Goulet**

**Commissioner Legrand Absent**

**Commissioner Ricci**

**Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of the Special Meeting of September 26, 2013. There were no other questions or objections.**

**A motion was made to approve the minutes of the Special Meeting September 26, 2013 by Commissioner Carrera and was seconded by**

**Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Gannon Absent**

**Commissioner Goulet**

**Commissioner Legrand Absent**

**Commissioner Ricci**

**Correspondence**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for September 2013.**

**There being no questions the Correspondence Report was received and placed on file.**

**Executive Director’s Report**

**Chairperson Rabbitt asked if anyone had objections or questions to the Executive Director’s Reports for September 2013. Director Vadnais received RFP’s from the two grant writers. He explained that one grant writer had special expertise in Public Housing, FSS and ROSS programs and the other grant writer had HUD expertise and non-profit. It would be good for the housing authority to have all this**

**combined expertise in writing grants, foundation money, etc., for different opportunities for the housing authority.**

**The Director's report was received and placed on file.**

## **Consent Agenda Department Reports**

- **Housing Management**

**Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing**

**Management Reports for September 2013. Chairperson Rabbitt noted that the monthly rents went up a little. Mr. Goff explained that he goes weekly to review rent collection process and then he follows up with the reports. Commissioner Carrera reviewed the current report and noted the number of people at 560 Prospect that did not pay rent in September.**

**There were no further questions or objections.**

- o **MASS Report**

**Chairperson Rabbitt asked if there were any questions or objections regarding the September 2013 MASS Report.**

**There were no questions or objections to the MASS Report.**

- **Legal Status Report**

**Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for September 2013.**

**There were no further questions regarding the Legal Status Report.**

- **Operations**

**Chairperson Rabbitt asked if there were any questions or objections to the Modernization Reports for September 2013. Commissioner Carrera asked about the bedbug calls at 560 Prospect. Director Vadnais noted we are getting better at extermination.**

**There were no further questions or objections regarding the Modernization Report.**

- **Finance**

**Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Report for September 2013. Chairperson Rabbitt asked Finance Director, Joe Loconto if the housing authority is in good shape financially. Mr. Loconto gave an overview of our financial situation and said we are in neutral shape. His presentation covered the recent layoffs, furlough days for non-union employees and Section 8 retrenchment. Other than reducing security there is not a lot to report. He noted that things do need to improve in the next six months as we are short on revenues. Director Vadnais, Joe Loconto and Mary Michalczyk attended a Section 8 seminar with the fee accountants. This was in response to HUD's cuts in funding for the Section 8 program. The purpose of the training was a re-tooling of the program. Nation-wide housing authorities are not issuing any additional Section 8 vouchers.**

**There were no further questions or objections.**

### **o Service Contract Log**

**Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for September 2013.**

**There were no further questions or objections.**

### **• Security**

**Chairperson Rabbitt asked if there were any questions or objections regarding the Security Report for September 2013. Commissioner Carrera commented on the acknowledgement letters that Director of Protective Services, Jim Ruthowski sent to Diane Hilerio, Development Manager and Larry Murphy, Security Guard for their good work and outstanding integrity.**

**There were no further questions or objections.**

### **• Resident Services Report**

**Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Report for September 2013.**

**There were no further questions or objections.**

### **Section 8 Monthly Reports**

**Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Report for September 2013. Commissioner Carrera asked about Section 8 income fraud. Director Vadnais said he would have an answer for her at the next meeting and possibly a better fraud policy.**

**There were no further questions or objections.**

**There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the Consent Agenda for September 2013 be received and placed on file.**

## **New Business**

### **Resolution #1041 – 2014 Fair Market Rents**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Resolution #1041– Fair Market Rents. Director Stephen Vadnais noted that the FMR for each bedroom size decreased 1.85% from last year’s FMR.**

**Chairperson Rabbitt asked for a motion to approve Resolution #1041 – 2014 Fair Market Rents. A motion to approve was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Gannon Absent**

**Commissioner Goulet**

**Commissioner Legrand    Absent**

**Commissioner Ricci**

**Approval to Award Contract to Mega Disposal Corporation for the entire PHA Trash and Recycle Goods**

**Chairperson Rabbitt asked if anyone had any questions or objections to the approval to Award the Contract to Mega Disposal Corporation for the entire PHA Trash and Recycle Goods.**

**Chairperson Rabbitt asked for a motion to Award Contract to Mega Disposal Corporation for the entire PHA Trash and Recycle Goods with a five (5) year contract beginning December 1, 2013. An additional renewal option will also be available for five (5) years. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Gannon    Absent**

**Commissioner Goulet**

**Commissioner Legrand    Absent**

**Commissioner Ricci**

**Approval to Award Two (2) Contracts for Grant Writing Services for PHA**

**Chairperson Rabbitt asked if anyone had any questions or objections to the approval to Award Two (2) Contracts for Grant Writing Services for PHA. The term of the contracts shall be for a period of one year, with the option to extend the contract for as many as two one-year extensions, if both parties agree at time of renewal and commencing upon a written NOTICE TO PROCEED. The Contracts will be awarded to Ian Tink of Tandem Care Inc. to prepare HUD Grants, etc. and to William Bentley to support community and non-profit service organizations.**

**Chairperson Rabbitt asked for a motion to Award Two (2) Contracts for Grant Writing Services for PHA. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Gannon      Absent**

**Commissioner Goulet**

**Commissioner Legrand Absent**

**Commissioner Ricci**

## **Old Business**

### **Approval to Award Contract for Section 8 HQS Inspection Services**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Approval to Award Contract for Section 8 HSQ Inspection Services to Housing Authority Services. A discussion took place with Stephen Vadnais and the Board of Commissioners. Resident concerns were addressed by Commissioner Goulet and the problems in the unit. Director Vadnais noted he met with Mary Michalczyk and the landlord. He said there were difficult deficiencies in the unit and circumstances with the landlord.**

**Chairperson Rabbitt asked for a motion for Approval to Enter into Contract with Housing Authority Services for a one (1) year contract and not an automatic renewal. Chief of Rental Assistance, Mary Michalczyk will be required to come to the Board in one year with her report on Housing Authority Services. A motion to approve was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Goulet**

**Commissioner Gannon Absent**

**Commissioner Legrand Absent**

**Commissioner Ricci**

**Executive Session:**

**None.**

**Personnel:**

**None.**

**Other Business:**

**None.**

**Adjournment:**

**There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners October 16, 2013 meeting.**

**A motion to adjourn the Board of Commissioners October 16, 2013 meeting was made by Commissioner Carrera and seconded by Vice Chairperson Nieves.**

**Upon roll call the “Ayes” and “Nays” were as follows:**

**AYES**

**NAYS**

**Chairperson Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Goulet**

**Commissioner Gannon    Absent**

**Commissioner Legrand    Absent**

**Commissioner Ricci**

**Adjournment at 7:07 P.M.**

**Minutes Submitted and Approved By:**

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**Kevin Rabbitt**

**Chairperson**

**Stephen A. Vadnais**

**Executive Director**

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**Recording Secretary**