

**May 30, 2012**

**The Board of Commissioners held its regular meeting May 30, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:**

**1. Meeting Called to Order**

**2. Roll Call**

**3. Election of Officers – Chairperson / Vice Chairperson**

**4. Approval of Minutes of Previous Meeting of February 29, 2012**

**5. Public Comment/Resident Concerns**

**6. Executive Summary**

**7. Consent Agenda – Department Reports**

- Financial Management**
- Housing Management**
- Leased Housing**
- Facilities Management/Modernization**
- Resident Services**

**8. Bid Award – Discussion**

- Sliding Doors**
- Tub Liners – Forand Manor**
- Fee Accountant Services**
- Security Cameras**
- Trash Chutes**

**9. PHA 5 Year / Annual Plan / Capital Fund Program for Review and Approval**

**10. VFW/Affordable Housing – Discussion and possible vote**

**11. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**

**Potential litigation**

**12. Any new business to come before the Board**

**13. Adjournment**

**The meeting was called to order at 5:35pm by Executive Director, Tina Sullivan.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

**Present**

**Absent**

**Neil Flynn, Commissioner Gladys Burns, Vice Chairperson**

**Paul Charette, Commissioner Julio Castillo, Chairman**

**Lucia DeGamma-Therriaut, Commissioner**

**Ray Marcaccio, Attorney**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Administrative Assistant**

**Others in attendance**

**Sharon King, Director of Housing**

**Appointment of an Acting Pro-Temp Chair:**

**Executive Director Sullivan made the board aware that Chairman Castillo, and Vice Chairman Burns would not be able to attend the meeting. Upon learning that the Chairperson and Vice Chairperson may not be in attendance the Executive Director contacted Attorney Marcaccio verifying whether the meeting would have to be cancelled or with a quorum could it continue with the scheduled date and time. Attorney Marcaccio explained that Robert Rules of Order allow continuance with a quorum and the appropriate steps would need to be taken.**

**Attorney Marcaccio explained procedure to the board as follows, the board of commissioners should first convene the meeting, have a roll call, and then make a motion to appoint a Pro-Temp Chair, which then the appointed commissioner would act as the chairman temporarily. After much discussion a motion was made by Commissioner Charette to nominate Commissioner Flynn as the acting Pro-Temp Chairman. The motion was seconded by Commissioner DeGamma-Therriault and carried by all present.**

## **Election of Officers - Chairperson / Vice Chairperson**

**Executive Director Sullivan explained to the board of commissioners that they have the option to table the elections knowing that Chairman Castillo, and Vice Chairman Burns are not present or they could move forward. The acting Pro-Temp Chair, Flynn also asked the board members if they would like to table the elections or move forward with them. Commissioner Charette recommended that the board move forward with nominating a new Chairman, and Vice Chairman.**

**Commissioner Charette made a motion to nominate Cornelius Flynn as the new Chairman of the CFHA Board. The motion was seconded by Commissioner DeGamma-Therriault and carried by all present.**

**The acting Pro-Temp Chair, Flynn turned the meeting over to the Executive Director for the purpose of election of officers.**

**The Executive Director asked if there were any nominations for the position of Chairman. Commissioner Charette made a motion to elect Commissioner Flynn as Chairman. Commissioner DeGamma-Therriault seconded the motion. There being no discussion a roll call vote was taken as follows:**

**Ayes      Nays**

**Acting Pro-Temp Chair, Cornelius Flynn  
Commissioner, Paul Charette  
Commissioner, DeGamma-Therriault**

**The motion was carried by all, and the meeting was turned over to the Chairperson for nominations of Vice Chairperson.**

**The Chairman asked if there were any nominations for the position of Vice Chairperson. Chairman Flynn also stated that in making a decision of a new chairperson they could also include the board members that were absent. Commissioner Charette made a motion to elect Commissioner DeGamma-Therriault as Vice Chairperson. Chairman Flynn seconded the motion. There being no discussion a roll call vote was taken as follows:**

**Ayes      Nays**

**Chairman, Cornelius Flynn  
Commissioner, Paul Charette  
Commissioner, DeGamma-Therriault**

**The motion was carried by all.**

## **Approval of Minutes: (2/29/2012)**

**Chairman Flynn asked if there were any questions or concerns regarding the minutes of:**

**2/29/2012**

**Commissioner Charette and Vice Chairman Therriault recommended that this portion of the agenda be tabled until the next meeting, due to the fact that neither one were present at the 2-29-2012 meeting. Chairman Flynn asked for a motion to table the minutes until the next board meeting. Commissioner Charette made a motion to table the minutes. Seconded by Vice Chairman DeGamma-Therriault and carried by all present.**

## **Public Comment/Resident Concerns**

**Chairman Flynn welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Flynn asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Flynn moved to the next topic on the agenda.**

## **Executive Summary**

**Executive Director Sullivan announced that there were no findings pertaining to the Annual Audit of the financial management of the Authority. Executive Director also stated that she met with the Fee Accountant, and reviewed the financial status of the Authority, and there were no findings or concerns at this time.**

**The Authority continues to have A&D Pest treat common areas in the housing on a weekly basis as a general routine. There has been a report of bed bugs in the same unit as previously. The Authority is charging this individual for the treatment and will assist the tenants in the surrounding units.**

**Executive Director Sullivan spoke about some repairs and also some new projects going on at the developments, windows which RI Housing completed at Forand Manor, roof fans/pressure balancing – RI Housing completed this project at Wilfrid Manor, and the (20) tub liners have been installed at the Forand Manor installation completed by Bath Fitters. Executive Director Sullivan explains that the Seal/Paint Project is ongoing and should end in August.**

**Executive Director Sullivan was pleased to inform the Board of Commissioners of a few positive things going on at CFHA. Section 8 Leasing rate for the month of March was at 100%. Executive Director outreached to Verizon FIOS to change services to the Authority's computer operations, and by doing so the CFHA will save \$3,533.00**

**per year in fees. Executive Director Sullivan announced that the City of Central Falls received a PILOT check for the fiscal year in the amount of \$64,976.01.**

**Executive Director Sullivan made the board aware of some upcoming conferences. Executive Director Sullivan stated that she will not be attending her upcoming Conferences due to family obligations**

**June 24th – 27th: HAI Group Conference - Vermont**

**June 24th - 27th: NERC/NAHRO – Rockland, Maine**

**Executive Director Sullivan spoke about the 2 Grants that the Housing Authority received HUD Safety and Security Grant – \$54,875.00, and DEA/Security Services Grant – \$17,148.00The other 2 have been applied for, Family Self Sufficiency Program (FSS), and HUD Resident Service Coordinator Grant (ROSS).**

**Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion. Commissioner Charette made a motion to accept the Executive Summary. Seconded by Vice Chairperson Vice Chairman DeGamma-Therriault and passed by all.**

## **Consent Agenda**

**Executive Director Sullivan explained each monthly report by**

department briefly, and made the new commissioners aware of what they detailed.

Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion. Commissioner Charette made a motion to accept the consent agenda. Seconded by Vice Chairperson Vice Chairman DeGamma-Therriault and passed by all.

### **Bid Award – Discussion/Approval**

**RFP: Sliding Doors**

**RFP: Tub Liners – Forand Manor**

**RFQ: Fee Accountant Services**

**RFP: Security Cameras**

**RFP: Trash Chutes**

Executive Director Sullivan spoke about each individual service that was out for bid, and stated that the Sliding Doors and the Tub Liners (Forand Manor) were prior approved by Chairman Castillo, due to the urgency of signing those contracts, and beginning those projects in a timely fashion.

The additional bid contracts that Executive Director Sullivan would like the Board of Commissioners to approve and award the service

**contracts to each company, the Fee Accountant Services, Security Cameras, and the Trash Chutes. Chairman Flynn asked if there were any comments or concerns regarding Bid Awards. There being no questions Chairman Flynn asked for a motion to approve the bids individually.**

**Commissioner Charette made a motion to approve the bid for the Fee Accountant Services and award the services to Milne, Shaw & Robillard as a 4 year contract with an option for an additional year. Seconded by Vice Chairman DeGamma-Therriault and passed by all.**

**Vice Chairman DeGamma-Therriault made a motion to approve the bid for the security cameras and award the services to All State Lock as a 3 year contract with an option to renew for an additional year. Seconded by Commissioner Charette and passed by all.**

**Commissioner Charette made a motion to approve the bid for the Trash Chutes Contract, and award the services to Murphy Specialty Inc. Seconded by Vice Chairman DeGamma-Therriault and passed by all.**

**PHA 5 Year / Annual Plan / Capital Fund Program for Review and Approval:**

**Resolution – PHA 5 Year/Annual Plan/Capital Fund: Resolution # 1020**

**The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.**

**After much discussion regarding the PHA 5 Year/Annual Plan/Capital Fund, Commissioner Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson DeGamma-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes**

**Nays**

**Cornelius Flynn, Chairman**

**Lucia DeGamma-Therriault, Vice Chairperson**

**Paul Charrette, Chairman**

**The CHAIRMAN thereupon declared said motion carried and said resolution adopted.**

**VFW Property – Discussion of funding/Affordable Housing**

**Data provided below regarding the VFW Hall.**

**Purchase Date 10/31/2008**

**Purchase Price \$475,000.00**

**Down Payment Cash \$200,000.00**

**Mortgage Balance 4/18/12 \$247,443.52 318 months remaining**

**Cost to Repair Interior of Bldg. \$5000,000.00 Wonderwall Construction**

**Cost to Demolish Bldg. \$40,000.00**

**Physical Needs Assessment \$40,000.00 Approximately**

**Executive Director Sullivan provided the board with an update on the progress regarding meetings with Angelo from Segway, and Alberto DeBurgo, FSS Director with CFHA. The last action that was taken to move forward was a Memorandum of Agreement was drawn up by Attorney Marcaccio for Angelo to sign, that agreement has not been signed yet. Executive Director Sullivan wanted to provide the board with concerns affecting the partnership, and CFHA clients. After much discussion regarding the VFW Hall, and the partnership with Segue the board made a decision to move forward with the Physical Needs Assessment with the agreement that Segue absorbs half the cost. Executive Director Sullivan made a recommendation to opt with the lowest bidder.**

**Provided below are the 3 companies that submitted their bids for the**

## **Physical Needs Assessment.**

### **BIDDER NAME COST OF PROPOSAL**

**Barbara Sokoloff Associates \$30,000.00**

**Peregrine Urban Initiative \$74,950.00**

**Torrado Architects \$38,000.00**

**Chairman Flynn asked if there were any additional comments or concerns regarding the Physical Needs Assessment. There being no further questions Chairman Flynn asked for a motion. Commissioner Charette made a motion approved the lowest bidder of Barbara Sokoloff Associates to complete the Physical Needs Assessment of the VFW Property along as Segue agrees to absorb half the cost. Seconded by Vice Chairperson Vice Chairman DeGamma-Therriault and passed by all.**

### **Executive Session**

**Chairman Flynn requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:50pm. A motion was made by Vice Chairperson DeGamma-Therriault, and second by Commissioner Charrette.**

**A motion was made by Commissioner Charette to come out of**

**Executive Session at 6:58pm and that the minutes of Executive Session remain closed and sealed. This motion was seconded by Vice Chairperson DeGamma-Therriault and passed by all present.**

**Chairman Flynn requested permission to enter into regular session at 6:58pm.**

**Chairman Flynn asked if there were any addition comments or concerns, any new or old business to come before the board. There being no further business to come before the board, a motion was made by Commissioner Charette and seconded by Vice Chairperson DeGamma-Therriault to adjourn the meeting at 6:59 pm. The motion was carried by all.**