

**July 18, 2012**

**The Board of Commissioners held its regular meeting July 18, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of June 20, 2012**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. Resolution - Public Housing/Section 8 – Admissions Policy and Background Check for Review and Approval**
- 8. Bid Award and Approval**
  - A & E – Capital Fund Projects**
  - Door Locks – Forand Annex**
- 9. Roof Antenna's (Television) – Discussion**
- 10. Any new business to come before the Board**
- 11. Adjournment**

**The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.**

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

**Present**

**Absent**

**Cornelius Flynn, Chairman**

**Gladys Burns, Commissioner**

**Paul Charette, Commissioner**

**Ray Marcaccio, Attorney**

**Julio Castillo, Commissioner**

**Lucia DeGamma-Therriaut, Vice Chairperson**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Administrative Assistant**

**Others in attendance**

**Sharon King, Director of Housing**

**Approval of Minutes: 6/20/2012**

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

**6/20/2012**

**The Executive Director explained that the titles of Commissioners were listed incorrectly and would be changed accordingly. There being no additional questions or concerns a motion was made by Commissioner Charette to approve the minutes of 6/20/2012. This motion was seconded by Vice Chairperson, Da-Gamma-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 mentioned that the ROSS Grant has not been awarded by HUD.**

**Public Housing:** Executive Director Sullivan explains that there have been several complaints from the residents at the Wilfrid Manor of teenagers hanging around utilizing the swings and benches on a daily basis. Due to the issue the hours for security have been adjusted.

Executive Director Sullivan is in the process of gathering information for the upcoming budget, and is still waiting on final numbers from HUD. Blue Cross provided the housing with the figures for this year the Authority expects a 1.94% increase. This is a significant difference from prior years as the Authority generally receives an increase between 10-15%.

**Modernization:** The building envelope repairs - seal/paint project continues at the Wilfrid Manor.

Executive Director Sullivan made the board aware of some upcoming conferences. Executive Director Sullivan stated that she will like to attend the next conference for HAI Group; all expenses are paid by HAI Group, not the CFHA.

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

## **Consent Agenda**

**Executive Director Sullivan briefly explained each monthly report by department.**

**Public Housing, residents have been complaining about other residents drinking alcohol outside of the building. Executive Director Sullivan stated that the appropriate actions will be taken.**

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

**Resolution - Public Housing/Section 8 – Admissions Policy and Background:**

**The following Resolution was introduced by the EXECUTIVE DIRECTOR, TINA SULLIVAN and read in full and considered.**

## **RESOLUTION NO#1021**

**Admissions Policy- Criminal Record Check Policy- National Crime Information**

**After much discussion regarding the Public Housing/Section 8 – Admissions Policy- Criminal Record Check Policy- National Crime Information, Lucia DeGamma-Therriault, Vice Chairperson moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Charette. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes Nays**

**Cornelius Flynn, Chairman**

**Lucia DeGamma-Therriault, Vice Chairperson**

**Julio Castillo, Commissioner**

**Paul Charette, Commissioner**

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

## **Bids Awarded and Approved**

**Executive Director Sullivan provided the Board with information regarding A & E –Capital Fund Projects. Executive Director Sullivan recommended that the bid be awarded to Castellucci, Galli based on the bid cost, HUD experience, past experience with the Authority and expertise in the field.**

**There being no questions Chairman Flynn asked for a motion. Vice Chairperson, DeGamma-Therriault made a motion to approve the A&E – Capital Fund Projects awarding it to Castelucci, Galli as the Architect & Engineer for the Capital Fund Projects. Seconded by Commissioner Charette and passed by all.**

**Executive Director Sullivan provided the Board with information regarding the bid for the locks and installation at the Forand Manor/Annex Development. Executive Director Sullivan recommended that the board award the bid to Dane Tech based on the bid cost, the expertise in the field of security, and experience with CFHA. The Executive Director also explained that there would be left over funds in the security grant received for the locks. The Executive Director is going to write to HUD to ask permission to re-allocate the funds in order to pay for additional lighting outside Forand and Wilfrid Manor. There were no guarantees that HUD will allow this and the Authority may have to return the unused funds.**

**There being no questions Chairman Flynn asked for a motion. Commissioner Castillo made a motion to approve the bid for the locks and award the project to Dane Tech. Seconded by Vice Chairperson, DeGamma-Therriault and passed by all.**

### **Roof Antenna's (Television) – Discussion**

**Executive Director Sullivan stated that Cox has removed there antenna's from the roof top of Forand Manor. The housing authority will continue to generate income of 20,592.00 monthly until the contract is up in 2015. Cox will not be extending or signing a new contract due to the location of the antennas.**

### **Old Business:**

**Executive Director Sullivan provided the board with an update on the progress of the VFW/Segue Project, and that she will be meeting with Barbara Sokoloff regarding the partnership.**

### **New Business:**

**None at this time.**

### **Executive Session**

**The Board of Commissioners did not go into Executive Session at the July 18, 2012 meeting.**

**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 Vice Chairperson DeGamma-Therriault and seconded by Commissioner Charette to adjourn the meeting at 6:25pm. The motion was carried by all.**