

September 19, 2012

The Board of Commissioners held its regular meeting September 19, 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 August 15, 2012**
- 4. Public Comment/Resident Concerns**
- 5. Discussion and Possible Passage of – 10/01/12 – 9/30/13 Fiscal Year Budget**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 8. Bid Award and Approval**
 - Emergency Door Replacements**
- 9. VFW Development Discussion and Updates**
- 10. 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:**

• **Personnel**

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

Lucia DaGamma-Therriault, Vice Chairperson

Gladys Burns, Commissioner

Paul Charette, Commissioner

Julio Castillo, Commissioner

Ray Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado, Administrative Assistant

Others in attendance

Dan Robillard, Fee Accountant

Bridgett Duquette, Finance Manager

Bill Aunchman, Maintenance Supervisor

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 8/15/2012.

There being no questions or concerns a motion was made by Commissioner Charette to approve the meeting minutes of 8/15/2012, the motion was seconded by Vice Chairperson, DaGamma-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.

Fiscal Year Budget – 10/01/12 – 9/30/13

Dan Robillard, Fee Accountant explained the budget in great detail. Executive Director Sullivan explained the only change to the budget this year is the security services. The Authority would like to put in place a police detail once a week, on various days, instead of having paid security. This will enhance the security presence and assist with some problems that have been occurring.

Commissioner Castillo asked the Fee Accountant when should final numbers for the fiscal budget be received from HUD. The Fee

Accountant replied that the budget needs to be submitted by October 1, 2012. The Executive Director and Fee Accountant explained that the Authority reserves where high and should be spent down rather than the need to return them to HUD. The Authority would like to use these funds for painting of hallways and other maintenance expenses.

After much discussion, Chairman Flynn asked for a motion to pass the proposed fiscal budget/resolution. Chairperson DaGamma-Therriault made a motion to vote and pass the proposed fiscal budget and resolution, seconded by Commissioner Charette. Commissioner Castillo was not in favor of passing the budget. Chairman Flynn offered to table the budget until the next meeting Commissioner Castillo stated there is no need for that. Chairman Flynn asked all in favor:

Ayes Nays

**Vice Chairperson DaGamma-Therriault Commissioner Castillo
Commissioner Burns
Commissioner Charette**

Executive Summary

Executive Director Sullivan informed the Board that the Housing Authority received the FSS Grant in the amount of \$63,000. These funds will go towards the salary of the FSS Coordinator. The Executive Director also informed the board that the Authority did not

receive approval from HUD to reallocated the excess funds from the Security Grant to help pay for security lighting outside of the manors., HUD will recaptured any excess funds from this grant..

Public Housing: The Nationwide Criminal background screening process is up and running. The Housing Authority recently collaborated with the local Police Department to have sporadic police details showing a police presence to ensure a more enhanced security of the buildings and the parking lots with hopes to curb some of this crime.

Executive Director Sullivan made the board aware of upcoming conferences which were noted in the Executive Summary.

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

Consent Agenda

Executive Director Sullivan briefly explained each monthly report by department. All departments are operating smoothly, only a few issues to bring before the board.

Public Housing: Forand Manor, and Wilfrid Manor currently has one case of bed bugs each. The treatment process has begun. The affordable homes had a case of bed bugs in unit #4 and were treated along with its neighboring apartment. There are no reports of rodents, roaches or any other pests at this time.

Executive Director Sullivan informed the Board that there were several complaints regarding residents smoking right outside of their windows. Smoke is going into the units as well as residents not following the Non-Smoking Policy within their apartments. The Authority is addressing those individual residents.

Executive Director Sullivan explained that the Maintenance department and the RSC Coordinator has been very busy this month. Bill Aunchman, Maintenance Supervisor has been busy with Capital Fund Projects as well as the VFW process. The Resident Services Coordinator, Aimee Tortolano has been very busy with the Cancer Awareness Fundraiser for October 1, 2012, along with researching new activities for the residents.

After much 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 to approve. Commissioner Charette made a motion to accept the consent agenda, seconded by Vice Chairperson, DaGamma-Therriault and passed by

all.

Bid Award and Approval: Emergency Door Replacements

The Executive Director provided the Board with information regarding the bid for Emergency Door Replacements. The Authority only one (1) bid; the bid was from Lizotte Glass. Bill Aunchman, Maintenance Supervisor explained the project in detail. Commissioner Castillo asked how many doors were going to be replaced. The supervisor replied fourteen doors to be replaced. Commissioner Castillo also asked if the Authority new why only one bid was received. The Authority explained there was a pre-bid and there were several companies in attendance. The Authority also explained that the City's finances may have an impact on companies doing business in the City as they think we are part of the City and are concerned they will not get paid for work completed.

There being no additional questions Chairman Flynn asked for a motion to approve the Lizotte Glass for this contract based on past experience with the Authority and the bid provided. Commissioner Castillo made a motion to approve the Emergency Door Replacements and award the project to Lizotte. Seconded by Commissioner Burns and passed by all present.

VFW Development: Discussion and update

Executive Director Sullivan explained that the City of Central Falls is not in agreement to allow the Authority to build affordable housing on this sight. The City is interested in the possibility of swapping land between the police and fire station and the VFW site. The Executive Director has discussed this with the developers and are reviewing to see if this is a feasible solution. The Executive Director is waiting on the plan details and recommendation from Barbara Sokoloff regarding the Land Development. Once these plans are received Mrs. Sokoloff will present it to the Board for their review.

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 7:15pm. A motion was made by Commissioner Castillo and second by Commissioner Burns.

A motion was made by Commissioner Burns to come out of Executive Session at 7:38pm and that the minutes of Executive Session remain closed and sealed. This motion was seconded by Commissioner Burns and passed by all present.

Chairman Flynn requested permission to enter into regular session at 7:38pm.

There being no further business, questions or concerns to come

before the board, a motion was made by Commissioner Castillo and seconded by Commissioner Charette to adjourn the meeting at 7:40 pm. The motion was carried by all.