

July 24, 2013

The Board of Commissioners held its regular meeting July 24, 2013 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 19, 2013**
- 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. Bid Review/Discussion/Possible Approval – Replace all flooring in Common Areas and Painting**
- 8. Resolution: Public Housing Reserves – Discussion & possible vote to allocate funds for balconies**
- 9. Budget FY 10/1/13-09/30/14 - Discussion**
- 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:

Potential litigation

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

Julio Castillo, Commissioner

Lucia DaGamma-Therriault, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

Ray Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Others in attendance

Bridgett Duquette

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns

regarding the minutes of 6/19/2013.

There being no questions or concerns a motion was made by Commissioner Charette to approve the meeting minutes of 6/19/2013, the motion was seconded by Commissioner 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.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan mentioned the 1 grant:

HUD Security Grant – The Housing Authority has received notice that the Authority was not awarded the emergency security grant. No reason was given at this time.

The CFHA is expecting a cut in the 2014 CFP budget. The award

should be announced by the end of August. CFHA will make appropriate adjustments to the project budgets once the final number is received.

Section 8:

The Executive Director, Sullivan continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time.

Public Housing:

Unit Turnover – Unit turn over average from 7-2013 to date is as follows:

Forand Manor – 8.5 days

Wilfrid Manor – 10.4 days.

Year to Date

Forand Manor – 8.11 days

Wilfrid Manor – 12.10 days

Infestation – Currently there have been reports of rats on the exterior grounds of the Forand Manor building. The traps with the pesticides show signs of activity. The pest control company is monitoring and

baiting as needed. No signs of interior infestation.

Tenant Concern – The issue with the tenant of non-payment of rent has successfully been evicted and moved to an assisted living with the help of the Resident Service Coordinator. Property is in storage until 7/27/13.

Resident Services:

The RSC continues with the health & wellness education for our residents by having speakers coming, and also educational workshops. Including blood pressure screenings monthly at both buildings, a “weight watchers” group weekly at Forand and a URI SNAP nutrition class weekly (six week program) along with the weight watchers group.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

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 Commissioner Charette to accept the Executive Summary, seconded by Vice Chairperson Burns and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

Circulator Pump Replacement project is in process. The pumps are on site and ready for installation. This project has been contracted for \$68,000.

A RFP is up for review and approval for replacement of the Heat Boilers/Hot Water Boilers, and Flooring and painting of the common area hallways at Wilfrid Manor, bidding closed May 15th.

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Forand Manor

A RFP is up for review and approval for replacement of the Heat Boilers/Hot Water Boilers.

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. . The recommendation was included in this month's board packet. The project should begin summer 2013.

A contract has been signed for the Phone/Intercom system.

A RFP is in the process of being written for Balcony Repairs to begin late August 2013.

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 Commissioner DaGamma-Therriault and passed by all.

Forand Annex

The Phone/Intercom system project has been installed and completed successfully, the residents are pleased.

Bid Review/Discussion/Possible Approval – Replace all flooring in areas and painting

Executive Director, Sullivan provided information to the BOC that was provided to her from the bid review committee, which consisted of Bill Aunchman, Maintenance Supervisor, Bridgett Duquette, finance Manager, and James Castelluci, Architect. The committee recommends Freeport General Contracting for this project. Freeport was the lowest bidder, and all the references have been verified by the architect, Castelluci, Gallo Corp. Executive Director, Sullivan

suggested to the BOC that they award the bid to Freeport and go with the recommendation of the committee.

BIDDER COST OF PROJECT

Freeport General Contracting \$319,239

Allstate Builders \$335,900

NAPCO \$451,159

Bahrey Builders \$421,000

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions Chairman Flynn asked for a motion to accept and approve the Bid for the Replacement of all flooring and painting. Commissioner DaGamma-Therriault made a motion to approve the contract, and award the Replacement of all flooring, and painting to Freeport General Contracting. Seconded by Commissioner Charette and passed by all.

Resolution #1030 – Public Housing Reserves:

Resolution NO# 1030 – Public Housing Reserves

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

After much discussion regarding the Public Housing Reserves, Vice Chairperson Burns, moved that the foregoing Resolution be adopted

and introduced, which was seconded by Commissioner DaGamma-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

Budget FY 10/1/2013 – 9/30/2014 - Discussion

After much discussion the board requested the Executive Director to obtain an update from the Fee Accountant for the August/September meeting.

Executive Session – Potential Litigation

No session at this time.

There being no further business, questions or concerns to come before the board, a motion was made by Vice Chairperson Burns and seconded by Commissioner Charette to adjourn the meeting at 6:00pm. The motion was carried by all.