

THE HOUSING AUTHORITY  
OF THE CITY OF  
WOONSOCKET, RHODE ISLAND

1. Call to order: 4:30 p.m. Regular Meeting January 16, 2014 at the Woonsocket Housing Authority, 679 Social Street, Woonsocket, RI 02895

Pledge of Allegiance

The Chairman asked for a moment of silence in memory of the late Commissioner Gerry Frappier.

Roll Call:

David Lahousse, Chairman  
Bernadette Rochefort, Vice Chairwoman  
Sally Anthony  
Roger Bouchard  
Theresa Corbeille  
Janet Lemieux

Robert Kulik, Executive Director  
Duncan C. Speel, Deputy Director  
Attorney Michael Murphy  
Finance Director Steven Mariano  
Procurement Officer Susan Castrataro  
Commissioner Charles Baldelli – absent

-----

2. Good and Welfare for the Audience

Mark Centracchio from Apex Technology Group spoke of the impending vote on the IT services contract. He stated that because his company has many issues with the bidding process and conflicts with members of the review committee that the matter be tabled until an outside consultant can be engaged to review the RFP and the responses to determine the best course of action for the Authority.

3. Good and Welfare for the Commissioners - None

Chairman Lahousse asked for a motion to take Unfinished Business Item A. Approval of award of contract for IT services out of order. A motion was made by Commissioner Anthony and seconded by Commissioner Lemieux.

A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

The Chairman asked for a motion to approve discussion of the IT services award. A motion was made by Commissioner Lemieux and seconded by Vice Chairwoman Rochefort.

The Chairman asked the Procurement Officer for a summary of the status of the award. Susan Castrataro indicated that the process has been pared down to two suppliers, Apex Technology and Intellibeam. There were originally four bidders and the committee brought it down to two. The committee then chose Intellibeam. The Chair asked if there were any questions. Commissioner Bouchard asked the length of the contract (3 years with a 2-year rollover option.) Commissioner Bouchard asked if it could be awarded for one year with a 2-year rollover option; Attorney Murphy said no that is not how it was bid. Chairman Lahousse asked Attorney Murphy what the process was for the bidder who is not awarded the contract to protest. Attorney Murphy explained the process which is outlined in the WHA Procurement Policy. Commissioner Bouchard asked if all bids could be thrown out; Attorney Murphy said yes. Vice Chairwoman noted that the process had been totally dissected at the work session. Commissioner Bouchard agreed but said he is anticipating litigation and the cost of that process. Attorney Murphy noted that in a protest, there is a high standard to overcome.

There is a

presumption of correctness and a decision will not be disturbed unless fraud or clear error of law is proven, for example. He noted that not many protests get overturned.

Chairman Lahousse asked for a motion to award the contract to Intellibeam. Vice Chairwoman Rochefort made the motion. There was no second.

Commissioner Anthony asked how long the bid process is and can the current bidders change their bids. The bid goes out for 30 days and then there is the evaluation process. Every bidder starts new.

It was suggested that the contract be re-bid and Commissioner Bouchard recommended that a Commissioner sit on the review committee.

- Chairman Lahousse asked for a motion to accept the minutes for the regular meeting of December 19, 2013. A motion was made by Vice Chairwoman Rochefort and seconded by Commissioner Corbeille.

There was no discussion. A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

- Chairman Lahousse asked for a motion to accept the bills paid for the month of December 2013. A motion was made by Vice Chairwoman Rochefort and seconded by Commissioner Anthony.

There was no discussion. A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

- Communications and Interest of the Authority – none
- Report of the Secretary

Chairman Lahousse asked for a motion to accept and place on file, the report of the Secretary, for purposes of discussion. A motion was made by Vice Chairwoman Rochefort and seconded by Chairman Lahousse.

The Director let his report speak for itself and turned it over to Finance Director Steve Mariano for a briefing on the 2014 Operating Budget draft. Mr. Mariano gave a summary of the proposed budget. He offered an open invitation to all Commissioners to call or meet with him for any questions. The budget will be on the February agenda for approval. Commissioner Lemieux asked for employee salary data and also for a listing of 2013 totals of payroll categories (OT, call-back, beeper, longevity, etc.)

There was no further discussion. A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

-----

7A. Report of the Deputy Director

Chairman Lahousse asked for a motion to receive and place on file, the report of the Deputy, for purposes of discussion. A motion was made by Commissioner Lemieux and seconded by Vice Chairwoman Rochefort.

The Deputy submitted his report as written commending the maintenance department for their outstanding response to two emergencies, a broken water pipe at Veteran’s on January 2<sup>nd</sup> and a split heater core on January 4<sup>th</sup>.

The Deputy introduced Ted Rowse and Steve Tucker from Edward Rowse Associates, the architects responsible for the renovations, plans and oversight of five buildings, 28 units at Veteran’s Memorial. Mr. Rowse presented an overview of the project. He noted that move-ins will start at the first building next week. He said this very successful project was completed on time and one half million dollars under budget. The Director asked Steve Tucker who was on site daily, about future change orders. Mr. Tucker said there may be one other mechanical change order. National Grid will also be issuing a rebate to the WHA for some of the energy-saving work they performed at the development. The Director asked about the doors; Mr. Tucker said the doors are fine. Previous issues were because the doors were not completely sealed. Exterior doors will need touch up in the spring and concrete work to be corrected as the weather allows. Commissioner Corbeille made favorable comments about her tour. Chairman Lahousse noted that there should have been a Clerk of the Works because he saw things like rotted wood which was covered up and the fact that there were three full baths, both of which he found very disturbing. Vice Chairwoman Rochefort questioned the two full back-to-back bathrooms. Mr. Tucker said the plumbing for them was existing; Chairman Lahousse contested that statement. The Chair also took issue with the very narrow doorways on the half-bathrooms. The Chairman asked about the locks not being compatible with the rest of the development. Mr. Tucker said the existing locks have been discontinued. Deputy Speel commented that both foremen and maintenance man Paul Levreault were involved in the selection process for several materials. He said ripping out all of the framing

would have added \$50,000 to each unit. The Deputy spoke at length about this project being developed for future use, maybe involving mixed financing and the privatization of the properties. The Chairman asked Mr. Tucker about the doors again. Mr. Tucker assured the Board that the doors are installed properly. The Deputy commented that the Board was given incorrect expertise advice that affected his integrity with the Board. He said the doors are proper for the project and installed properly, and that the weather-stripping was not properly installed but has since been corrected. Commissioner Lemieux asked about the warrantee on the doors; the Deputy said the warrantee has not been voided. Deputy Speel said he has over 100 pictures of the project at different stages.

There was no further discussion. A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

-----

7B. Reports of Direct Staff, Legal and Financial

Chairman Lahousse asked for a motion to receive and place on file, the reports of Direct Staff, Legal and Financial. A motion was made by Commissioner Corbeillei and seconded by Vice Chairwoman Rochefort.

There was no discussion. A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

-----

8. Report of Committees – None

9. Unfinished Business –

A. Approval of award of contract for IT Services. (Taken out of Order.)

B. The Chairman asked for a motion to approve Resolution #1126: Procurement to be made in accordance with WHA small purchase procedures. A motion was made by Vice Chairwoman Rochefort and seconded by the Chairman.

Commissioner Lemieux asked for a re-cap. Procurement Officer Susan Castrataro explained that the WHA is changing its levels for procurement to \$25,000 and \$50,000. The Board will approve anything over these thresholds. Commissioner Lemieux asked if there is any distinction between services and hard goods. Attorney Murphy said no, not on the set limits, but the WHA's existing policy outlines different bidding policies.

There was no further discussion. A roll call vote was taken; the following were the "Ayes" and "Nays".

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

10. New Business

A. The Chairman asked for a motion to approve Resolution # 1127: Revision of WHA's Admission and Continued Occupancy Policy (ACOP). A motion was made by Vice Chairwoman Rochefort and seconded by Chairman Lahousse.

Owen Bebeau explained that new resolutions and policies adopted since the last document revision have been incorporated into the ACOP. Commissioner Lemieux asked if all policies since the last revision have been adopted by the Board; yes. Commissioner Anthony asked about the frequency of the updates, maybe annually or semi-annually. The Chair asked if the ACOP is on our website; yes.

A roll call vote was taken; the following were the "Ayes" and "Nays".

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

- B. The Chairman asked for a motion for Executive Session to be convened pursuant to RI Gen Laws 42-46-5(a)(2) for a work session pertaining to collective bargaining. A motion was made by Vice Chairwoman Rochefort and seconded by Chairman Lahousse.

A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

- C. The Chairman asked for a motion to approve the Teamsters union Tentative Agreement. A motion was made by Commissioner Anthony and seconded by Vice Chairwoman Rochefort.

A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

- D. The Chairman asked for a motion to approve the AFSCME union Tentative Agreement. A motion was made by Vice Chairwoman Rochefort and seconded by Chairman Lahousse.

A roll call vote was taken; the following were the “Ayes” and “Nays”.

AYES

NAYS

Chairman Lahousse  
Vice Chairwoman Rochefort  
Commissioner Anthony  
Commissioner Bouchard  
Commissioner Corbeille  
Commissioner Lemieux

11. Adjournment

Chairman Lahousse asked for a motion to adjourn. A motion was made by Commissioner Corbeille and seconded by Commissioner Anthony at 5:48 p.m.

Roll call vote was unanimous.

---

Robert Kulik  
Executive Director