

## East Providence Housing Authority

### REGULAR & REORGANIZATIONAL MEETING

February 15, 2011

The Regular and Reorganizational Meetings of the Board of Commissioners of the East Providence Housing Authority were held on the above date at City View Manor. The meeting was called to order at 5:00PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by all.

#### ROLL CALL:

Present: Chairman, Richard Smith, Commissioners Antero Braga, John Faria, Anthony Palumbo, M. Luci Stoddard, Dorothy Tillou, Lynn Vargas and Director Paul Tavares.

*Prior to the commencement of the reorganizational portion of the meeting, Chairman Smith took the opportunity to acknowledge the contributions of former Vice Chairperson, Marianne Barao whose term ended on 12/10/2010. He then welcomed his longtime friend, M. Luci Stoddard who was appointed to replace Commissioner Barao. He said that he expects Commissioner Stoddard to serve the EPHA as well as her predecessor and he wished her good luck.*

#### REORGANIZATIONAL MEETING:

Chairman Smith turned the meeting over to Director Tavares who called for nominations for Chairperson. Commissioner Faria moved to nominate Richard Smith, that motion was seconded by Commissioners Tillou, Braga, Palumbo, Stoddard & Vargas. There being no other nominations, a voice vote was held and Richard Smith was unanimously re-elected Chairman. Chairman Smith then called for nominations for Vice Chairperson. Commissioner Faria moved to nominate Antero Braga. Commissioner Braga, respectfully declined stating that he would like to give someone else a chance. Commissioner Braga then nominated Lynn Vargas for Vice Chairperson. That motion was seconded by Commissioner Faria. Chairman Smith called for a motion to close nominations and cast one ballot in favor of Lynn Vargas. That motion was made by Commissioner Stoddard, seconded by Commissioner Braga. A voice vote was held and Lynn Vargas was unanimously elected Vice Chairperson. Commissioner Palumbo moved to close the Organizational Meeting and return to the Regular Meeting, that motion was seconded by Commissioner Tillou and approved.

#### APPROVAL OF MINUTES:

Regular Meeting – December 14, 2010, Motion by Commissioner Palumbo to accept the minutes as presented, Second by Commissioner Vargas. All Commissioners voted aye.

#### PRESENTATIONS:

None

#### DIRECTOR'S REPORT:

Director Tavares spoke to the commissioners about the recent snow storms and their effect on the operation of the housing authority. He reminded them that all snow removal is done by our staff without the use of outside contractors, thus all other non-emergency maintenance matters must be placed on hold. He commended Facilities Manager, Tony Cunha and the entire maintenance team for their yeomen's efforts. He also informed the Commissioners that as an abundance of caution, all EPHA owned facilities and properties were inspected on February 4<sup>th</sup> by structural

engineers. This was done to alleviate any concern for possible collapsing roofs. The engineers found all to be in order and that we were not in any danger.

He then updated the Commissioners on the cycle painting project, stating that the work had been completed at the Warren Avenue Apartments, Goldsmith Manor and City View Manor. Painting started at Harbor View on Friday, February 11<sup>th</sup>. To date, approximately 108 of 153 apartments have been painted. He again complimented the contractor, Freeport Construction for their work and also acknowledged the cooperativeness of our tenants.

Director Tavares reported to the commissioners about the Harbor View Hallway Restoration Project. He informed them that the decision had been made to remove all the asbestos floor tiles instead of just covering them with carpeting, which would have been allowable by law. A tenant meeting was held at Harbor View on February 4<sup>th</sup> with both Chairman Smith and Commissioner Tillou in attendance. The residents were informed about the total project, the asbestos removal process and as to what would be required of them. The asbestos removal commenced on February 9<sup>th</sup> and as of this meeting the 9<sup>th</sup>, 8<sup>th</sup> and 7<sup>th</sup> floors were done. Chairman Smith commended Director Tavares and all the contractors for their participation in the tenant meeting.

Director Tavares then informed the Commissioners of what he called “one of the most important opportunities to be offered to our agency in recent years”. We had been contacted by the Boston HUD office, asking if we would be interested in absorbing the administration of approximately 96 to 111, Section 8 Housing Choice Enhanced Vouchers. These vouchers” would be coming from Kent Farm Village, in East Providence due to that company’s refinancing activity. He said the addition of these vouchers would complement our mission of providing affordable family housing. He reminded the Commissioners that the EPHA presently has an allocation of 232 vouchers, with an actual 170 issued. An additional 111 vouchers would represent a 48% increase in size and activity of our Section 8 Department. He spoke to the funding of these new vouchers, how they would be fully funded and there would be no negative financial impact to the EPHA. He informed them that an estimated 87 of these new vouchers represented existing Kent Farm tenants and that some of them would be expected to continue as such.

He then reported that this positive opportunity would possess a significant initial and long term manpower challenge to our 2 member Section 8 department, especially because one person has been out of work for a long period of time and whose return is questionable. He took this opportunity to acknowledge and commend Terry Correia, the Section 8 Coordinator for her willingness to undertake this challenge in addition to her present efforts of running her department, absent her one staff person. Ms. Correia then explained the expected process and particulars of the administration of these “Enhanced Vouchers”. Director Tavares stated that we would be advertising for an additional employee or employees, as needed. Further discussion ensued with the participation of Commissioners Vargas, Faria, Braga & Smith.

A motion was made by Commissioner Palumbo, seconded by Commissioner Faria to accept the Executive Director’s Report as presented.

### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus reported that there were 22 vacancies. 8 units at Harbor View, 1 at Warren Avenue, 4 vacant units at City View, 6 at Goldsmith and 3 vacant Duplex units. She indicated that she has 15 applicants waiting for completed units. A motion was made by Commissioner Stoddard and a second by Commissioner Braga to accept the report which was approved on a unanimous voice vote.

### **SECTION 8 OCCUPANCY REPORT**

#### **FSS Program Update**

None – Both reports waived by Executive Director to next month

**PAID BILL REPORT**

Paid Bill Report, **December, 2010** in the amount of **\$197,741.04**. After a question by Commissioner Faria concerning Consultant, Ralph Pari, Commissioners Faria and Braga then moved and seconded a motion to approve the December, 2010 Paid Bill Report. Motion carried.

Paid Bill Report, **January, 2010** Paid Bill Report in the amount of **\$174,640.24**. Commissioner Faria had a question concerning the payment to HAP, Inc. which Director Tavares explained was our software provider. Commissioners Vargas and Tillou then moved and seconded a motion to approve the January, 2010 Paid Bill Report. Motion carried.

**UNFINISHED BUSINESS:**

None

**REQUISITIONS:**

None

**RESOLUTIONS:**

**#471** – Removal of the sold properties located on Irving Avenue, Halleck Avenue and Center Street from the Declaration of Trust.

Commissioner John Faria moved that Resolution #471 be finally adopted as introduced and read. This Resolution will take effect immediately. The motion was seconded by Commissioner Antero Braga. The question being upon the final adoption of said Resolution the roll was called with the following results:

AYES: Commissioners, Smith, Braga, Faria, Palumbo, Stoddard, Tillou and Vargas.  
NAYES: None  
ABSENT: None  
ABSTAIN: None

Chairman Smith declared the Resolution finally adopted.

**#472** – Approving the transfer of \$100,000.00, as needed from the Public Housing Program to the Housing Choice Voucher Program.

Commissioner John Faria moved that Resolution #472 be finally adopted as introduced and read. This Resolution will take effect immediately. The motion was seconded by Commissioner Stoddard. The question being upon the final adoption of said Resolution the roll was called with the following results:

AYES: Commissioners, Smith, Braga, Faria, Palumbo, Stoddard, Tillou and Vargas.  
NAYES: None  
ABSENT: None  
ABSTAIN: None

Chairman Smith declared the Resolution finally adopted.

## **NEW BUSINESS**

The Commissioner's approved the "Schedule of Meetings" for 2011. Meetings were scheduled for the third Tuesday of each month with the exception of July & August. Commissioner Faria moved and Commissioner Palumbo seconded a motion to approve. Motion carried.

## **FYI**

The following items had been submitted to the Commissioners in their agenda packet and were explained by Director Tavares:

- Home Ownership Program:  
*16 of the 25 duplex properties have been sold to 1<sup>st</sup> time home buyers.  
The EPHA held \$1,845,152.00 in forgivable 2<sup>nd</sup> mortgages of which \$63,460.00 has been repaid with interest. The Executive Director recommends that the adjacent duplex property located at 119-121 Goldsmith Avenue not be sold.*
- Public Housing Assessment System (PHAS) 2009 Score:  
*The 2009 Score was reviewed by HUD and raised from 89 to 91 "High Performer"*
- Section Eight Management Assessment Program (SEMAP) 2010 Score;  
*EPHA received a score of 100% - "High Performer".*
- Tenant Participation Letter:  
*A letter was sent to all tenants seeking and encouraging their participation either as a Tenant Commissioner or as members of a "Tenants' Affairs Board" or "Residents Affairs Board".*
- Financial Reports:  
*Financial reports were submitted for the fiscal year: 10/01/09 – 09/30/10  
Financial reports were submitted for the 3 month period: 10/01/10 – 12/31/10*
- Rhode Island General Laws:  
*A copy of RI General Laws, Chapter 45-25 was given to all Commissioners*

## **ADJOURNMENT**

Commissioner Palumbo moved and Commissioner Faria seconded a motion to adjourn the meeting at 6:20PM. Said motion was approved.

Respectfully submitted,

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Paul J. Tavares

Executive Director/Secretary

Transcribed by pjtavares *Financial reports were submitted for the fiscal year 10/01/09 – 09/30/10*