

East Providence Housing Authority

REGULAR MEETING

May 17, 2011

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at 5:05PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by those in attendance.

ROLL CALL:

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

APPROVAL OF MINUTES:

Regular Meeting – April 19, 2011, Motion by Commissioner Stoddard to accept the minutes as presented, Second by Commissioner Palumbo. All Commissioners voted aye.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Director Tavares informed the Commissioners of the need to make an emergency repair to a sunken catch basin/drain in the City View Manor parking lot. Fortunately he was able to add this work to the existing curbstone restoration project and complete at a favorable price of \$2,275.00.

Director Tavares presented information concerning the EPHA pension plan which is administered by the State of RI, "Municipal Retirement System (MERS)". As of 6/30/10 the plan was funded at 98.1% which represents a very healthy plan. Commissioner Faria moved and Commission Stoddard seconded a motion to accept the Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

A written report was presented stating that there were 5 vacant units at Harbor View, 5 at City View and 1 duplex for a total of 11. Most units have approved tenants waiting to move in. A motion was made by Commissioner Braga and a second by Commissioner Tillou to accept the report which was approved on a unanimous voice vote.

SECTION 8 OCCUPANCY REPORT

Commissioner Faria made a motion, Second by Commissioner Braga to accept the written report as presented. In addition to going over statistics, Director Tavares reported that the Kent Farm Village voucher absorption continues to progress as planned with an extraordinary effort by EPHA staff. The motion carried.

FSS Program Update

None

PAID BILL REPORT

Director Tavares presented The **April, 2011** Paid Bill Report in the amount of **\$419,017.10**. He noted the total payment of **\$295,111.80** to Freeport General Contractors which included **\$103,770.00** for cycle painting and **\$191,341.80** for the Harbor View Manor hallway restoration project. Commissioner Palumbo then moved and Commissioner Stoddard seconded a motion to approve the April, 2011 Paid Bill Report. Motion carried.

UNFINISHED BUSINESS:

None

REQUISITIONS:

None

NEW BUSINESS

None

FYI

Financial reports were presented for the six (6) month period of 10/01/11 through 03/31/11. In Public Housing total income exceeded expenses by \$198,752.64 and in the Section 8 Program, income exceeded expenses by \$24,215.13. Remaining reserves in the Section 8 Voucher Program were \$371,416.93.

Director Tavares discussed a letter sent to HUD dated 4/25/11, requesting the utilization of operating reserves to perform needed exterior work on City View Manor to address moisture and water seepage along with new windows. Commissioner Palumbo discussed that there was an existing problem of dust in the units from insulation which had been blown in around the windows several years ago. It was hoped that this project would remedy this situation.

Director Tavares also discussed a letter from Acting EP City Manager, Orlando Andreoni concerning employee health care.

EXECUTIVE SESSION:

Upon the request of Chairman Smith, Commissioner Stoddard made a motion, seconded by Commissioner Braga to go into Executive Session to discuss personnel and employee contract issues. The motion passed unanimously and the Executive Session commenced at 5:20PM.

At 5:55PM the Commissions returned to open session where the Chairman reported the following actions:

A motion was made by Commissioner Faria and seconded by Commissioner Stoddard to accept the Executive Director's letter of resignation/retirement. Said motion was approved with a unanimous vote.

A motion was made by Commissioner Faria and seconded by Commissioner Braga to accept and approve the executive director transition proposal. Said motion was approved with a unanimous vote.

A motion was made by Commissioner Faria and seconded by Commissioner Vargas to approve the requested 4% merit pay bonus, as authorized in Section 3.B of the Executive Director's Employment Contract. Said motion was approved with a unanimous vote.

A motion was made by Commissioner Palumbo seconded by Commissioner Faria to adjourn the executive session and return to the regular meeting. This motion carried.

ADJOURNMENT

Commissioner Braga moved and Commissioner Palumbo seconded a motion to adjourn the meeting at 6:10PM. Said motion was approved.

Respectfully submitted,

Paul J. Tavares
Executive Director/Secretary
Transcribed by pjtares