

June 26, 2012

East Providence Housing Authority
REGULAR MEETING
June 26, 2012

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at **4:35PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, M. Luci Stoddard, John Faria, Dorothy Tillou, Antero Braga, and Executive Director Theresa Correia. Excused: Commissioner Patricia Diffley,

RESIDENT & PUBLIC CONCERNS:

None

APPROVAL OF MINUTES:

Regular Meeting 5/8/12. Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Vice Chair Vargas. All Commissioners voted aye.

DIRECTOR'S REPORT:

Director Correia reported on the following:

- Director Correia introduced and welcomed the new Section 8 Coordinator, Rose Ott. She will start full time on July 16th. Comes to us with over 10 years' experience in Section 8. Previously at Bristol Housing Authority.
- Lunch Program: Up and running again at Harbor View. Surveys showed that there was once again a need. Lori Pontus and Karen Emmes from East Bay Community Action, have worked hard to pull it all together. The tenants hired to work the site are upbeat and enthusiastic about it. Training is now taking place and target date to start is July 9th. Lori invited commissioners to attend.
- Construction: Director Correia updated the board on the progress of the CV Modernization project. Masonry pointing, washing, waterproofing, and caulking are complete at the front of the building. Roughly 50% of the same is complete at rear of building. First order of windows is due in on 7/9/12. Architect, Jim Castellucci was in attendance to answer any questions the board had. Conversation ensued regarding window manufacture warranty. Director Correia informed the board of the necessity to utilize the contingency funds to make repairs to the flat areas at Goldsmith Manor. This item has been addressed since the initial contract preparation. The 2011 REAC inspection at Goldsmith Manor pointed out several areas that were of major concern. It is in the best interest of the housing authority and highly recommended by Architect Castellucci, to make those repairs prior to the next inspection in 2012, so as not to impact our scores. Correia praised the work being done by Freeport Contracting. Tenant responses to the work being done are also very favorable.

Vice Chair Vargas moved and Commissioner Tillou seconded to approve the Executive Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there were 9 vacancies, 4 are ready for lease up, and 5 are in make-ready stage. Commissioner Braga moved and Commissioner Stoddard seconded a motion to approve the report. The motion carried.

SECTION 8 OCCUPANCY REPORT

September 25, 2012

Director Correia reported that approximately 35 applicants had been pulled from the waiting list this month, with 10 of those coming in for vouchers. 200 applicants on the waiting list. Could see it open again in the next two years. A motion was made by Commissioner Braga, seconded by Commissioner Faria to accept the report as presented. The motion carried.

FAMILY SELF SUFFICIENCY REPORT

Jennifer Brightman presented her report. She reported, among other things, an increase of 4 new participants. A motion was made by Vice Chair Vargas, seconded by Commissioner Tillou to accept the report as presented. The motion carried.

PAID BILL REPORT

May 2012 - \$229,253.32 Director Correia answered questions regarding some of the expenses. Commissioner Faria moved approval of the May 2012 Paid Bill Report. That motion was seconded by Commissioner Tillou and passed unanimously.

REQUISITIONS:

Freeport General Contracting- \$304,245.00 for work performed on exterior City View Manor restoration project. A motion was made by Commissioner Faria, seconded by Vice Chair Vargas to approve the payment. The motion carried unanimously.

APPROVALS

A. Contract Award -182 Warren Avenue Hot Water Tank Replacement

Correia informed the board that of the 3 proposals received, Automatic Temperature Control was the low bidder. Recommendation also received by Castellucci and Galli to award bid to same. Commissioner Faria had questions regarding the large difference in proposals from contractors. Conversation ensued and Castellucci responded. A motion was made by Commissioner Stoddard to award the contract to Automatic Temperature Control. A second was made by Vice Chair Vargas. All Ayes.

B. Grant Rooftop Access

Director Correia requested permission from the board to enter into a Memorandum of Understanding with The Warwick Housing Authority. They are in need of an “access point” in order to link one of their sites in Warwick into their network. They would do this by installing the necessary equipment, weighing no more than 3#’s and one square foot in size, at the Harbor View site. A motion was made by Commissioner Faria and second by Commissioner Stoddard. All Ayes.

RESOLUTION #479- F/Y 2012 PHA PLAN

A motion was made by Commissioner Stoddard and second by Commissioner Faria. All Ayes.

FYI

Commissioners Conference – Martha’s Vineyard

ADJOURNMENT

At 5:35 PM upon a motion by Commissioner Faria with a second by Commissioner Stoddard the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia
Executive Director
Transcribed by tmcorreia