

December 18, 2012

**East Providence Housing Authority**  
**REGULAR MEETING**  
**November 23, 2012**

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 **4:30PM** 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, Antero Braga, Luci Stoddard and Executive Director Theresa Correia.

Excused: Commissioner's John Faria, Patricia Diffley, Dorothy Tillou

**RESIDENT & PUBLIC CONCERNS:**

None

**APPROVAL OF MINUTES:**

Regular Meeting 10/23/12: 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 updated the board on the Goldsmith Manor interior upgrade project. Stated that the contract had been signed and a start date would be sometime after the Holidays.
- The Warren Ave hot water tank replacement is about 95% complete. A site visit is planned for next week between engineer, PHA, and contractor. Facilities Manager, Tony Cunha, commented on how nice the project looked with the new tanks in place. Correia stated that there was very little interruption in water service throughout the project.
- Correia announced her desire to follow along as other PHA's have across the state, in developing and implementing a Smoke Free environment throughout the units. She stated that 18 of the PHA's have been successful. There will be a meeting with the contractor hired by the state to gather data and start the process. First step would be a survey to all the tenants. Correia asked for support to go forward and stated that she would formally place it on the agenda for approval at the next meeting. Commissioner Stoddard expressed her immediate approval. Commissioner Braga asked how well it went at Bristol Housing Authority when they implemented. Correia stated it went well, with very little opposition. She went on to discuss several options that the housing authority will have with regard to how to treat/warn the offenders. Vice Chair Vargas asked if we knew what percentage of tenants smoke. Correia stated that information would be gathered using a tenant survey. Conversation ensued amongst the commissioners which lead to total support of the board.
- The Dept of Elderly Affairs released its Housing Security Program grant application. Deadline to apply is December 14, 2012. We are working with our consultant to put a package together. There are only 6 grants being given at \$14,290 each. It is our intent to use the funds, in conjunction with PHA funds, to install cameras in our parking lots.
- Director Correia updated the board on the status of bed bugs at Harbor View. They are still showing up, but very random. Correia believes the cases coming forward are a direct result of the informational meetings taking place. Approximately 1/3 of the inspected units had an infestation. Correia felt that was a low number and expects to see a steady decline. Commissioner Braga asked who was treating the units. Correia stated that due to the severity of the infestation in the first unit, she polled other PHA's and contacted A & D

Pest Elimination to treat these units. She explained that an RFP is being prepared for Pest Control services which will include treatment of Bed Bugs. Correia also informed the board that a Bed Bug Meeting will be held at City View shortly to explain and address tenant concerns.

Vice Chair Vargas made a motion to accept the director's report as presented. A second was made by Commissioner Braga. The motion carried.

### **PUBLIC HOUSING VACANCY REPORT**

In the absence of Ms. Pontus, Correia presented the report. As indicated, all 6 units are in the lease up process. Other than the duplex, turnaround times are exceptional. Correia attributes this to the efforts of Ms. Pontus's wait list monitoring, the public housing specialist's preparation of applicant files and efficient work by the maintenance department. Commissioner Stoddard moved and Vice Chair Vargas seconded a motion to approve the report. The motion carried.

### **SECTION 8 OCCUPANCY REPORT**

Rose Ott presented her departments report. Correia expressed how busy the Section 8 department has been, increasing voucher assistance from 180 to 312 in a little over a year. Rose, along with Gary, have worked hard to stay on top of the files and keep up with cut-offs, especially during a staffing shortage. A motion was made by Vice Chair Vargas, seconded by Commissioner Stoddard to accept the report as presented. The motion carried.

### **FAMILY SELF SUFFICIENCY REPORT**

Jennifer presented her report which included the results of donations received from many landlords in the community. These funds will be used to prepare holiday baskets for the FSS families, door prizes at workshops, and other incentives throughout the year. Commissioner Stoddard asked how other organizations in the community could help. A motion was made by Commissioner Stoddard, seconded by Vice Chair Vargas to accept the report as presented. The motion carried.

### **PAID BILL REPORT**

**October 2012 - \$150,138.88** A motion was made by Commissioner Stoddard, seconded by Vice Chair Vargas to accept the report as presented. The motion carried.

### **REQUISITIONS:**

#### **Automatic Temperature Control:**

**#2 \$19,707.05:** A motion was made by Commissioner Stoddard to approve the payment. Second was made by Commissioner Braga. By a voice vote the motion carried unanimously.

#### **Freeport General Contracting**

Vice Chair Vargas asked Tony Cunha if he was pleased with the work. Cunha stated he was but more importantly how satisfied the tenants were.

**#8 - \$23,512.50:** A motion was made by Vice Chair Vargas to approve the payment. Second was made by Commissioner Stoddard. By a voice vote the motion carried unanimously.

December 18, 2012

**#9 - \$21,645.67** A motion was made by Vice Chair Vargas to approve the payment. Second was made by Commissioner Stoddard. By a voice vote the motion carried unanimously

**#10 - \$53,689.25** A motion was made by Commissioner Stoddard to approve the payment. Second was made by Vice Chair Vargas. By a voice vote the motion carried unanimously

**APPROVALS**

- a. Resolution #485 – Bed Bug Policy: A motion was made by Vice Chair Vargas to approve the policy. Second was made by Commissioner Braga. By a voice vote the motion carried unanimously.

**ADJOURNMENT**

At 5: 12PM upon a motion by Commissioner Stoddard with a second by Vice Chair Vargas, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

---

Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia