

**PAWTUCKET HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

**BURNS MANOR**

**COMMUNITY ROOM**

**WEDNESDAY, OCTOBER 15, 2008 AT 5:30 P.M.**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident and Public Concerns**
- 4. Minutes from October 17, 2007**
- 5. Approval of Minutes of Previous Meeting**
  - September 18, 2008-Monthly Meeting at Fogarty**
- 6. Section 8 Monthly Report**
- 7. Family Self Sufficiency Program (FSS)**
- 8. Consent Agenda- Department Reports**
  - Modernization**
  - Housing Management**
  - Finance**
  - Security**
  - Facilities Management**
  - Resident Services**
  - Management Assessment System MASS**

- **Service Contract Log**

- **MASS Report**

**9. Old Business**

- **Radio Tower at Kennedy Manor**

**10. HUD**

- **PHAS Score Comparison FY 2007/2008**

**Rating of “86” Standard Performer**

**11. Executive Session**

- **Personal**

**12. Any further business to come before the Board**

**13. Adjournment**

**September 19, 2008**

**The Board of Commissioners held its regular meeting Thursday, September 18, 2008 in the Fogarty Manor Community Room- at 5:30pm for the following reasons:**

**1. Meeting Called to Order**

**2. Roll Call**

**3. Resident Concern and Public Concerns**

**4. Approval of Minutes of Previous Meeting (08/20/08)**

**5. Section 8 Monthly Report**

**6. Family Self Sufficiency Program**

**7. Consent Agenda**

- **Modernization**
- **Housing Management**
- **Finance**
- **Security**
- **Facilities Management**
- **Resident Services**
- **Management Assessment System**
- **Service Contract Log**
- **MASS Report**

## **8. Resolutions**

- **Revisions to Air Conditioner Policy**
- **Proposed Flat Rent Policy**

## **9. Approval of Contracts**

- **Fire Alarm Project**

### **a. Best Electric**

### **b. Electrical Engineer**

## **10. HUD**

- **PHAS Score FY 2008**

**Rating of “86” Standard Performer**

## **11. Executive Session**

- **Approval of Past Executive Session Minutes**

### **a. August 20, 2008**

## **12. Any further business to come before the Board**

### **13. Adjournment**

**The Meeting was called to order at 5:40p.m.by Chairperson Stella Carrera.**

**Upon roll call those “Present” and those “Absent” were as follows:**

#### **Present**

**Stella Carrera, Chairperson**

**Kevin Rabbitt, Vice Chairperson**

**Agnes Condon, Commissioner**

**Hugh R. Monahan, Commissioner**

**Harvey E. Goulet Jr., Commissioner**

**Jim Goff, Director of Housing**

**Maureen McNulty, Executive Administrative Assistant**

**Andy Hladyk, Maintenance Superintendent**

**Bob Plouff, Electrician**

**Jim Castellucci, Architect**

**Daniel Connors, Attorney**

#### **Absent**

**Jim Ruthowski, Director of Security**

**Excused at 6:25 p.m.**

#### **Resident and Public Concerns**

**No residents where in attendance at this meeting.**

**Approval of Minutes of Previous Meeting 08/20/08**

**Chairperson Carrera asked if anyone had objections to the minutes of 08/20/08. There being none a motion was made by Commissioner Condon with a second by Vice Chairperson Rabbitt. Motion was passed by all present.**

### **Section 8 Monthly Report**

**Vice Chairperson Rabbitt advised that Commissioner Goulet will abstain from any discussion regarding the FSS Report.**

**Chairwoman Carrera asked if anyone had objections to changes to the Section**

**8 report. There being none a motion was made by Vice Chairperson Rabbitt with a second by Commissioner Condon. Motion was passed by all present.**

### **Consent Agenda Department Report**

- Modernization**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Modernization Report. Vice Chairperson Rabbitt asked what was going on with the Jeff Kalse and the Modernization Coordination job description. He stated they would like to add more duties to the description as spoken about last June. Jim Goff,**

**Director of Housing will look into it. There were no further questions or concerns regarding the Modernization Report.**

- **Housing Management**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Housing Management Report. Vice Chairperson Rabbitt spoke about the 291 units on 560 Prospect, 160 units in Galego Court and the amounts owed for both housing developments. The amount of \$78,000 is owed for Prospect Street as of August 2008 and \$113,000 is owed for Galego Court. He had suggested a meeting be set up within the next 30 days with John McGinn, Dan or Joe, the managers of the two properties so that a solution can be decided on. There were no further questions or concerns with the Housing Management Report.**

- **Finance**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Finance Report. There were no questions.**

- **Security**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Security Report. She asked Commissioner Goulet to talk to Jim Ruthowski on issues including Commissioner Condon**

concerning security personal issues at the high rises. Residents are switching apartment keys and therefore compromising the security. It was also noted the homeless people were coming and washing their clothes which is also a problem for hygienic reasons and security. Commissioner Goulet asked that Jean Sliney come to work a few days a week. This will help Diana Hilerio focus all her attentions on Kennedy. There were no further questions with the Security Report.

- **Facilities Management**

Chairwoman Carrera asked if anyone had any objections or questions concerning the Facilities Management report. Vice Chairmen Rabbitt said to figure out what to do on hiring a painter. BOC authorized the hire of another painter 5 to 6 months ago. He requested to have a look at past minutes. He suggests that a meeting be set up with John McGinn and Andy in order to address this problem. Also there are temps in the maintenance that have been on for six to seven months. Commissioner Goulet would like to know what the policies are regarding the temps length of time and how long before the temps are hired and so forth. Another concern was brought up about bed bugs. An exterminator was sent many times to a resident's apartment at Kennedy. There were no bugs in the apartment and the dead bugs presented to the exterminator could not be determined. Andy, the Maintenance Supervisor presented the necessary logs showing all the places that were treated for bed bug problems including the unit with the excessive treatments. There were no further questions

**regarding the Facilities Management report.**

- **Resident Services**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Resident Services Report. Vice Chairman Rabbitt requested that Robert Williams come to the next BOC meeting at Fogarty Manor RE: Music School attendance. The report is hard to read and Mr. Williams is needed to further explain the report. There are no further questions regarding the Resident Services.**

- **Management Asset Service**

**Chairwoman Carrera asked if anyone had objections or questions concerning the Management Asset Services report. There were no questions regarding the Management Asset Service report.**

- **Service Contract Log**

**Chairwoman Carrera asked if anyone had any objections or questions concerning the Service Contract Log. It was brought up by Commissioner Goulet that the laundry contracts should be maintained and updated. He also requested that color be put into the report. Vice Chairman Rabbitt wanted to know who could look over the contracts. He was wondering would it be possible for the secretaries to look at them and if so Jim Castellucci or Dan should be**

contacted for help. There were no further questions with the Service Contract Log.

- **MASS**

Chairwoman Carrera asked if anyone had any objections or questions concerning the MASS Report. There were no questions with the MASS Report.

There being no further questions or comments pertaining to the Consent Agenda, Vice

Chairperson Rabbitt made a motion to approve the Consent Agenda.

This motion was

seconded by Commissioner Condon and passed by all present.

## **Resolutions**

Chairwoman Carrera presented Resolution #936: Air Conditioner Policy and

Resolution #937 The Flat Rent Schedule.

- **Resolution #936: Air Conditioner Policy**

After a brief re-explanation of the policy from James Goff, Acting Director of Housing

a motion was made by Vice Chairperson Rabbitt to approve

## **Resolution #936.**

**This motion was seconded by Commissioner Goulet and passed by all present.**

- **Resolution #937: Flat Rent Schedule**

**James Goff, Acting Director of Housing addressed the major points of this resolution before a motion was made by Vice Chairperson Rabbitt to approve Resolution #937. This motion was seconded by Commissioner Condon and passed by all present.**

## **Approval of Contracts**

**Chairwoman Carrera presented for approval the contracts for the fire alarm upgrade and electrical.**

- **Best Electric**

**Recommendation was for Best Electric as they where the most eager to perform the duties necessary and they where also the lowest responsible bidder. After some discussion between Vice Chairperson Rabbitt, Jim Castellucci and Bob Plouff a motion was made by Vice Chairperson Rabbitt to approve the contract for Best Electric. This**

**motion was seconded by Commissioner Condon and passed by all present.**

- Electrical Engineer**

**Recommendation was for Creative Environment. It was determined that they had a better understanding of the work necessary and what is required of them based on the contract.**

**After some discussion between Commissioner Goulet, Vice Chairperson Rabbitt and Jim Castellucci a motion was made by Vice Chairperson Rabbitt. This motion was seconded by Commissioner Goulet and passed by all present.**

## **HUD**

- PHAS Score FY 2008**

**James Goff, Acting Director of Housing explained the numbers regarding the scoring system for PHAS. He mentioned that we are now standard performers with a score of 86 compared to last year our score was above that. It was mentioned we were penalized for being a late performer on the financial report. Commissioner Goulet requests that they get last year's score and this year's for the BOC to review. Vice Chairperson Rabbitt requested that John McGinn, Director of Finance put in writing why we lost three points.**

**Commissioner Goulet began discussion of National Grid in regard to St. Germain. Jim Castellucci met with National Grid with Jim Goff, Director of Housing as well as Andy Hladyk, Maintenance Supervisor. Jim mentions National grid requires 600 amps as well as that the wires are placed underground. Conversation took place regarding necessary amps for the pole as well as what is the best way to install the telephone pole. September 30th another meeting will take place with the previously above individuals to re-discuss the drawn up plans for this tower. Designs will be done by the electrical engineers as well as National Grid. Bids will have to be put out after the designs are created and approved. The bid will be out for the building of the tower itself. Clearance from the mechanical engineers will take place or be done by the time of this meeting as well. Discussion of moving one or two boilers was brought up Mr. Castellucci. There was talk about ordering a new water tank. A smaller tank will most likely be purchased instead of the larger tank that is in place currently. Commissioner Goulet expressed a concern was that in the future would a smaller tank cause hot water shortage for tenants. Jim Castellucci assured the BOC members this would not be an issue. Cost effective options are being discussed and between aluminum and copper, however needs to be up to code with the City Inspector. Vice Chairperson Rabbitt, Commissioner Goulet, and Jim Castellucci went over a few questions and concerns regarding the telephone pole project. Through out the discussion it was brought up by Jim Castellucci that much progress has taken place over a short period of**

time.

## **Executive Session**

**Chairperson Carrera requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet, with an affirmative vote by roll call vote:**

**AYES      NAYS**

**Chairperson Carrera**

**Vice Chairperson Rabbitt**

**Commissioner Condon**

**Commissioner Goulet**

**Commissioner Monahan not present**

**Time in Executive Session 7:20 p.m.**

**Motion to come out of closed meeting and seal the minutes, accordance with RI**

**Law Sec. 42-46-4: A motion was made by vice Chairperson Rabbitt and seconded by Commissioner Goulet, with an affirmative vote by roll call vote:**

**AYES**

**NAYS**

**Vice Chairperson Rabbitt**

**Commissioner Condon**

**Chairperson Carrera**

**Commissioner Goulet**

**Commissioner Monahan not present**

**Time out of Executive Session 7:40p.m.**

### **New Business**

**Chairperson Carrera asked if there was any new business. Discussion took place regarding putting the tower on the next agenda per Vice Chairperson Rabbitt's request. Commissioner Goulet, discussed a meeting with Jim Castellucci and Jim Goff after the August BOC meeting regarding the tower. Further discussion took place on this matter by all members present. Vice Chairperson Rabbitt began talks of placement of managers and getting necessary help to the Kennedy and St. Germain high rises. Commissioner Goulet asked that Jim Goff please take care of this situation, he agreed to address it. HUD policies where discussed by Commissioner Goulet and Jim Goff, Director of Housing regarding**

**past criminal history of the tenants and the placing of them in the high rises. Background checks, denials and any criminal concerns where discussed by Commissioner Goulet, Jim Goff, Director of Housing as well Commissioner Condon. Vice Chairperson Rabbitt asked that Jim Goff get together with Andy to address his requests for a painter and lead mechanic.**

**There being no further business meeting was closed in due form at 8:00 p.m. with following a motion with Vice Chairperson Rabbitt, seconded by Commissioner Condon and passed by all present.**

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**Chairperson**

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**Recording Secretary**