

BOARD OF COMMISSIONERS REGULAR MEETING

Galego Court

Community Room

483 Weeden Street

Pawtucket, RI 02860

Wednesday, May 15, 2013 at 5:30 P.M.

AGENDA

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract of Minutes of previous year May 16, 2012 Meeting

5. Approval of Minutes from April 17, 2013 Meeting

6. Correspondence

6A. U.S. Department of Housing and Urban Development – Voluntary Compliance Agreement with the Housing Authority of Pawtucket, RI HUD Case Number: 01-05-R005-4 – dated April 18, 2013

6B. U.S. Department of Housing and Urban Development – Annual Plan submission for the PHA Fiscal Year beginning April 1, 2013 is approved – dated April 11, 2013

7. Report of the Executive Director

• Personnel Contract Log

8. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS-MASS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

9. New Business

9.1 Resolutions

- **Resolution #1034 – Write-Off Uncollectible Account Receivables**

- **Resolution #1035 – Approval to use Pre-2004 Section 8 Reserves for the purchase of a new server and associated components.**

9.2 Approvals

- **Approval for Audit Contract**

- **Approval for Fire System Maintenance Contract**

10. Executive Session

- **Personnel**

11. Other Business

12. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Stella Carrera at 5:30 P.M. with a motion by Vice Chairperson Rabbitt and a seconded by Commissioner Legrand.

Upon roll call those present and those absent were as follows:

Present

Stella Carrera, Chairperson

Kevin Rabbitt, Vice Chairperson

Harvey Goulet, Commissioner

Robert Ricci, Commissioner

Diane Legrand, Commissioner

Raymond Gannon, Commissioner

Reinaldo Nieves, Commissioner

Stephen Vadnais, Executive Director

Jim Goff, Deputy Executive Director

Maureen McNulty, Executive Secretary

Joseph Loconto, Finance Director

Jim Ruthowski, Security Director

Robert Corsini, Director of Operations

Diane Hilerio, Development Manager

Steve Gobin, Gobin Technology

John Montalbano, Attorney

Resident and Public Concerns

The residents present asked about the new recycle bins at Galego Court. Director Vadnais explained that the recycle flyers with the information will be going out next week. The children at Galego Court have also been working on the recycling project.

Approval of Minutes

Chairperson Carrera asked if anyone had any questions or objections to the minutes of April 17, 2013 meeting. There were no other questions or objections.

A motion was made to approve the minutes of April 17, 2013 by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Commissioner Nieves

Correspondence

Chairperson Carrera asked if anyone had any questions or objections to the Correspondence this month. Director Vadnais addressed

correspondence 6A the Voluntary Compliance Agreement from HUD that closed the case number 01-05R005-4 that included handicap units at Burns Manor and nine handicap units at Galego Court. The Department of HUD has closed the case. The Correspondence 6B was the approval of the Annual Plan Submission for the PHA year beginning April 1, 2013.

There being no further questions the Correspondence Report was received and placed on file.

Executive Director's Report

Chairperson Carrera asked if anyone had objections or questions to the Executive Director's Report for April 2013. Director Vadnais reviewed his monthly report for the Board. The items reviewed are as follows; site visits and residents meetings, public hearing on no-smoking policy as part of a 30-day comment period. A policy will be presented to the Board in June. A meeting at Galego Court in regard to security took place. Issues of better lighting and request to not take the perimeter fence down were made by the residents. Prospect's meeting had about six residents attending noting that they preferred not to have the guard station. Other concerns were lighting in the development. We are looking at capital fund dollars for more cameras. There is a new grant in 2013 that we will apply for. Robert Corsini, Director of Operations did address the lighting issues at Prospect and has maintenance replacing bulbs as soon as possible. Vice Chairperson Rabbitt asked Mr. Corsini how many buildings needed lighting and Mr. Corsini said he will let the Board know. Also,

parking and new paint in the lots was discussed. The Director met with Kennedy Manor on fire safety and a pre-Board meeting at Galego. A large issue at Galego Court was kids in small groups acting up and other parents not allow their children to attend the programs designated for them because of the behavior.

The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Stella Carrera asked if there were any questions or objections to the Housing

Management report for April 2013. Vice Chairperson Rabbitt said the financial numbers are moving in the right direction.

There were no further questions or objections.

- o **MASS Report**

Chairperson Carrera asked if there were any questions or objections regarding the April 2013 MASS Report.

There were no questions or objections to the MASS Report.

- **Legal Status Report**

Chairperson Carrera asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for April 2013. Chairperson Carrera questioned an item on the report in regard to safe and unclean conditions with a

resident. Attorney Montalbano explained that in this situation the individual resident involved was given a chance to get into compliance due to his housing situation. The attorney stated we attempted to obtain social services for this individual in order to keep him housed and in compliance. He is a veteran and we are trying to help him.

There were no further questions regarding the Legal Status Report.

- **Operations**

Chairperson Carrera asked if there were any questions or objections to the Modernization Reports for April 2013. Chairperson Carrera welcomed to the meeting Robert Corsini, Director of Operations.

There were no further questions or objections regarding the Modernization Report.

- **Finance**

Chairperson Carrera asked if there were any questions or objections regarding the Finance Report for April 2013. Chairperson Carrera asked about our financial situation. Finance Director, Joe Loconto said we are watching it closely. Commissioner Goulet asked if we had any new work from HUD. Director Vadnais said there was no word in the last 30 to 40 days. We were promised more relief from regulations. HUD is looking at vouchers and they are pulling them back. We don't expect HUD to fund any more money for housing. Finance Director, Joe Loconto noted for fiscal year before 2013, we missed the budget by 43%. We have very little margin for error in

2014. We are closely monitoring our expenses and we are on target for April 2013. Director Vadnais stated Section 8 program is stable but, we have HUD budget cuts, older property to manage and increasingly lower rents. The \$250K grant that we did not get was discussed with Vice Chairperson Rabbitt. Director Vadnais will inquire with the grant writer as he needs to know what happened to Section 2. We will resubmit the same grant and make sure it is right. There were no further questions or objections.

o Service Contract Log

Chairperson Carrera asked if there were any questions or objections regarding the Service Contract Log for April 2013.

There were no further questions or objections.

• Security

Chairperson Carrera asked if there were any questions or objections regarding the Security Report for April 2013. Security Director, Jim Ruthowski explained to the Board the shared shift duties of his employees. Two are working evenings and Mr. Ruthowski is covering one evening. He reported that it has been quiet at Galego Court.

There were no further questions or objections.

• Resident Services Report

Chairperson Carrera asked if there were any questions or objections regarding the Resident Services Report for April 2013.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Carrera asked if anyone had objections or questions to the Section 8 Monthly Reports for April 2013. Vice Chairperson Rabbitt inquired about the electronic payments. Director Vadnais said some are participating on the EBT and he would like to make it mandatory by December.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Carrera asked that the Consent Agenda for April 2013 be received and placed on file.

New Business

Resolution #1034 – Write-offs of Uncollectable Accounts

Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1034 - Approval of the Write-offs of Uncollectable Accounts.

Chairperson Carrera asked for a motion to approve Resolution #1034 – Approval of the Write-offs of Uncollectable Accounts.

A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Commissioner Nieves

Resolution #1035 – Approval to use Pre-2004 Section 8 Reserves for the purchase of a new server and associated components

Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1035- Approval to use Pre-2004 Section 8 Reserves for the purchase of a new server and associated components.

Chairperson Carrera asked for a motion to approve Resolution #1035 – Approval to use Pre-2004 Section 8 Reserves for the purchase of a new server and associated components not to exceed the amount of \$31,000.

A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Gannon.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Commissioner Nieves

Approval for Audit Contract

Chairperson Carrera asked if anyone had any questions or objections to the Approval for Audit contract with Rector & Reeder of Lawrenceville, GA. A discussion took place with the Board and Joe Loconto, Finance Director on the process and the need to have a fresh look at our systems, policies and procedures. Rector & Reeder have extensive experience with housing authorities in the country.

Chairperson Carrera asked for a motion for Approval for Audit Contract with Rector & Reeder not to exceed the amount of \$32,600.

A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Gannon.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Commissioner Nieves

Approval for Fire System Maintenance Contract

Chairperson Carrera asked if anyone had any questions or objections to the Approval for Fire System Maintenance Contract. Operations Director, Robert Corsini reviewed the evaluation process and the in-house interviews for the Board. His recommendation was Fire Systems Inc. a full service fire protection service company located in Rhode Island.

Chairperson Carrera asked for a motion for Approval for Fire System Maintenance Contract to Fire Systems Inc. (FSI) for a three year contract and a one year optional extension not to exceed the amount of \$20,811 per year.

A motion to approve was made by Vice Chairperson Rabbitt with the recommendation of the Director of Operations and the Executive Director and was seconded by Commissioner Gannon.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Commissioner Nieves

Executive Session:

None.

Personnel:

None.

Other Business:

None.

Adjournment:

There being no further business Chairperson Carrera made a motion to adjourn the Board of Commissioners May 15, 2013 meeting.

A motion to adjourn the Board of Commissioners May 15, 2013 meeting was made by Vice Chairperson Rabbitt and seconded by

Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Commissioner Gannon

Commissioner Nieves

Adjournment at 7:00 P.M.

Minutes Submitted and Approved By:

Stella Carrera, Chairperson

Stephen A. Vadnais

Executive Director

Recording Secretary