

# **BOARD OF COMMISSIONERS REGULAR MEETING**

**Fogarty Manor**

**Conference Room – 15th Floor**

**214 Roosevelt Avenue**

**Pawtucket, RI 02860**

**Wednesday, June 19, 2013 at 5:30 P.M.**

## **AGENDA**

**1. Meeting called to Order**

**2. Roll Call**

**3. Resident and Public Concerns**

**4. Approval of Minutes from May 15, 2013 Meeting**

**5. Approval of Special Meeting Minutes from June 12, 2013 Special Meeting**

**6. Correspondence**

**6A. U.S. Department of Housing and Urban Development – 2012 Audit Deficiencies of Pawtucket HA-RI002 – dated June 10, 2013**

**6B. U.S. Department of Housing and Urban Development – HUD Approval of One Vacant Unit at 110 Carnation Street to be designated Casualty Loss – dated May 31, 2013**

**6C. U.S. Department of Housing and Urban Development – HUD NEWS – HUD Offices to close nationwide on Friday, May 24th – dated May 17, 2013**

## **7. Report of the Executive Director**

- **Personnel Contract Log**

## **8. Consent Agenda - Department Reports**

- **Housing Management**

- **PHAS-MASS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

## **9. New Business**

### **9.1 Resolutions**

- **Resolution #1036 – PHA Smoke Free Housing Policy**

- **Resolution #1037 – Adoption of Fire Prevention Policy**

### **9.2 Approvals**

- **Mechanical Service For Heating Repair and Maintenance**

- **Summer Youth Activities**

- **Update of Exterior Lighting Issues at 560 Prospect and Approval of Action Plan for Resolution**

## **10. Executive Session**

- **Union Negotiations**

**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     Absent**

**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**

**Lisa Cloutier, Attorney**

**John Montalbano, Attorney**

**Resident and Public Concerns**

**No residents present.**

**Approval of Minutes**

**Chairperson Carrera asked if anyone had any questions or objections to the minutes of May 15, 2013 meeting. There were no other questions or objections.**

**A motion was made to approve the minutes of May 15, 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    Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

## **Correspondence**

**Chairperson Carrera asked if anyone had any questions or objections to the Correspondence this month. Chairperson Carrera questioned P.2 of the HUD correspondence of the 2012 Audit Deficiencies of Pawtucket HA – R1002. Director Stephen Vadnais reviewed the three HUD letters for the Board, i.e., 6A 2012 Audit Deficiencies of Pawtucket HA now considered closed, Vacancy Unit off-line at Burns Manor due to an apartment fire and HUD notice of closing federal offices nationwide for furlough days from May to August with a possible six additional days until the end of the year.**

**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 May 2013. Director Vadnais reviewed his report for the Board. This week he is sending in the DEM final report on recycling. He is also working with the City on trash and recycling cost effectiveness. Union negotiations will be updated during the Executive Session. The 560 Prospect Redevelopment Plan draft has been received and the Director requested the Board to call him with any comments. He noted that we have one more voluntary layoff from the Teamsters this summer. This will end September 30th unless things get worse according to the Federal Sequester cutbacks.**

**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 May 2013. Commissioner Nieves asked Deputy Executive Director Jim Goff to review the Rent Collection Rate report for May 2013. Vice Chairperson Rabbitt also questioned Deputy Director Goff. He explained the 14-day demand notice, the 5-day demand notice and the number of residents who went to court for repayment agreements in May. He also noted that we have had great improvement in collecting rents.**

**There were no further questions or objections.**

- o **MASS Report**

**Chairperson Carrera asked if there were any questions or objections regarding the May 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 May 2013.**

**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 May 2013. Vice Chairperson Rabbitt referred to the report specifically to the 15 calls for mice at Galego Court. Director Vadnais responded that the area is near the river and the mansard roofs have insulation in which the pests build nests. It is a problem and we have to bait and exterminate. New insulation is needed. Commissioner Goulet reported that Kennedy Manor had the problem a few years ago and that it is good now. Director of Operations, Bob Corsini handed out an update on the transformer oil leak at 560 Prospect between buildings #1 and #2 and that National Grid has accepted responsibility for it. The Executive Director has asked Bob Corsini to work with Jim Ruthowski, Security Director on lights and cameras. Director Corsini is an expert as he has done this type of work at the Wyatt Detention Center. He would like to standardize all the cameras across the sites noting that it would make a big difference.**

**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 May 2013. Vice Chairperson Rabbitt asked the Finance Director if he thought it would be an easy transition with the new auditors. Mr. Loconto said we just need to sit down with the firm from Rector & Reeder of Lawrenceville, GA.**

**Commissioner Gannon noted that the firm would bring new ideas to the table.**

**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 May 2013.**

**There were no further questions or objections.**

**• Security**

**Chairperson Carrera asked if there were any questions or objections regarding the Security Report for May 2013. I look every month for changes in security due to staff reduction said Vice Chairperson Rabbitt. Director Vadnais explained that he has switched out security at the sites as a more efficient use of staff on flextime. They ride the sites at Galego and Prospect and walk into Kennedy Manor to check things out.**

**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 May 2013. She noted that it is a very nice report from Resident Services.**

**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 May 2013.**

**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 May 2013 be received and placed on file.**

### **New Business**

#### **Resolution #1036 – PHA Smoke Free Housing Policy**

**Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1036- PHA Smoke Free Housing Policy. The policy will be in effect August 1, 2013 for residents who move in on or after August 1, 2013. For current residents who moved in prior to August 1, 2013 the Smoke Free Policy will take effect on August 1, 2014.**

**Chairperson Carrera asked for a motion to approve Resolution #1036 – Approval of the PHA Smoke Free Housing Policy. A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Goulet.**

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

**AYES**

**NAYS**

**Chairperson Carrera**

**Abstain**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Ricci      Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**Resolution #1037 – PHA Adoption of Fire Prevention Policy**

**Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1037- PHA Adoption of Fire Prevention Policy.**

**Chairperson Carrera asked for a motion to approve Resolution #1037 – Approval of the PHA Adoption of Fire Prevention Policy. A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.**

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

**AYES**

**NAYS**

**Chairperson Carrera      Abstain**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Ricci      Absent**

**Commissioner Legrand**

**Commissioner Gannon**

## **Commissioner Nieves**

### **Approval for Mechanical Service for Heating Repair and Maintenance**

**Chairperson Carrera asked if anyone had any questions or objections to the Approval for Mechanical Service for Heating Repair and Maintenance.**

**Chairperson Carrera asked for a motion for Approval for Mechanical Service for Heating Repair and Maintenance with F. G. Lees and Son, Inc. being the best qualified out of the three bid proposals.**

**A motion to approve was made 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    Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**Approval for Youth Summer Activities**

**Chairperson Carrera asked if anyone had any questions or objections to recommendations for the Approval for Youth Summer Activities.**

**Chairperson Carrera asked for a motion for Approval for Summer Youth Activities for Boys & Girls Club \$25K, New Urban Farmers \$5,275, CSI/Pawtucket Prevention Coalition \$5,275, Twelve Visions \$5K, and Girl Scouts at Prospect \$665 for a total of \$41,215.**

**A motion to approve was made 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    Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**Approval for Update of Exterior Lighting Issues at 560 Prospect and  
Approval of Action Plan for Resolution**

**Chairperson Carrera asked if anyone had any questions or objections to the Approval for the Update of Exterior Lighting Issues at 560 Prospect and Approval of Action Plan for Resolution.**

**Chairperson Carrera asked for a motion for Approval for the Update of Exterior Lighting Issues at 560 Prospect and Approval of Action Plan for Resolution for a total cost of \$12,439.**

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

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

**AYES**

**NAYS**

**Chairperson Carrera**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Ricci    Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**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 Legrand with an affirmative vote by roll call vote:**

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

**AYES      NAYS**

**Chairperson Carrera**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Ricci    Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**Time in Executive Session 7:15 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 Nieves with an affirmative vote by  
roll call:**

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

**AYES**

**NAYS**

**Chairperson Carrera**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Ricci Absent**

**Commissioner Legrand**

**Commissioner Gannon**

**Commissioner Nieves**

**Time out of Executive Session 7:25 P.M.**

**Personnel:**

**None.**

**Other Business:**

**None.**

**Adjournment:**

**There being no further business Chairperson Carrera made a motion to adjourn the Board of Commissioners June 19, 2013 meeting.**

**A motion to adjourn the Board of Commissioners June 19, 2013 meeting was made by Vice Chairperson Rabbitt and seconded by Commissioner Gannon.**

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

**AYES**

**NAYS**

**Chairperson Carrera**

**Vice Chairperson Rabbitt**

**Commissioner Goulet**

**Commissioner Legrand**

**Commissioner Ricci**

**Absent**

**Commissioner Gannon**

**Commissioner Nieves**

**Adjournment at 7:30 P.M.**

**Minutes Submitted and Approved By:**

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**Stella Carrera, Chairperson**

**Stephen A. Vadnais**

**Executive Director**

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**Recording Secretary**