

BOARD OF COMMISSIONERS REGULAR MEETING

Kennedy Manor

175 Broad Street

Pawtucket, RI 02860

Wednesday, January 21, 2015 at 5:30 P.M.

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract of Minutes of December 18, 2013

5. Approval of Minutes from December 17, 2014 Meeting

6. Correspondence

**6A. PHAS@ HUD.Gov – Standard Performer Notification – RI002
03/31 2014 – dated**

December 18, 2014

**6B. Executive Chamber City of Pawtucket, RI – Redevelopment of
560 Prospect Street,**

**Pawtucket, RI 9% Tax Credit Application – dated December 17,
2014**

**6C. City of Pawtucket – Tax Assessing Division – Development at
560 Prospect Street –**

dated December 12, 2014

**6D. U.S. Department of Housing and Urban Development – Capital
fund Program**

RI43P00250108 – dated December 8, 2014

7. Report of the Executive Director

- **Personnel Contract Log**

8. Consent Agenda - Department Reports

- **Housing Management**
 - o **PHAS Report**
- **Legal Status Report**
- **Operations**
- **Finance**
 - o **Service Contract Log**
- **Security**
- **Resident Services**
- **Section 8**

9. New Business

9.1 Resolutions

- **Resolution #1071 – Approval to proceed with crafting a Chronic Homeless Veterans' Preference in Pawtucket Housing.**
- **Resolution #1072 – To transfer funds from Section 8 Pre-2004 Reserves to pay for a consulting engagement.**

9.2 Approvals

- **Approval to proceed with a RAD application for our entire portfolio.**

9.3 Receive and place on file National Center for Housing Management, Inc. File Compliance Audit – Findings and

Recommendations for Housing Authority of the City of Pawtucket, RI.

10. Old Business

11. Executive Session

- **Approval of Executive Minutes from December 17, 2014 Meeting**
- **Personnel Matters**
- **Pending Litigation**

12. Other Business

13. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Kevin Rabbitt at 5:36 P.M. with a motion by Commissioner Carrera and was seconded by Commissioner Kelley.

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

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice-Chairperson - Absent

Stella Carrera, Commissioner

Harvey Goulet, Commissioner – Absent

George Kelley, III, Commissioner

Robert Ricci, Commissioner

Beth Roberge, Commissioner

Stephen Vadnais, Executive Director

Maureen McNulty, Executive Secretary

Jim Goff, Deputy Executive Director

Joseph Loconto, Finance Director

Robert Corsini, Operations Director

Lisa Cloutier, Attorney

Resident and Public Concerns

Chairperson Kevin Rabbitt requested the Board of Commissioners and resident guests to take a moment for silent prayer for Commissioner Goulet who is in the hospital.

Chairperson Rabbitt then asked the residents in attendance if they had any questions or comments. It is noted that during the Security Report, residents took the opportunity to speak to the Board. One complaint was that other residents were allowing unauthorized people to come into Kennedy Manor. Director Vadnais said that this is another reason why we are bringing our Security Director, Jim Ruthowski here to Kennedy. He said that it is important if you have a security issue you bring it to the manager, Paula McAloon to address the issue. If she knows someone is letting people in, she will handle it with security. Mr. Ruthowski told the residents not to confront people. Get out of their way. Do not put yourself in danger. Another resident of Kennedy Manor noted unauthorized people are let into the building daily. There were no further comments at this time.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of December 17, 2014 meeting. There were no other questions or objections.

A motion was made to approve the minutes of the December 17, 2014 meeting by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for December 2014. Commissioner Kelley referred to item #6A PHAS @ HUD.Gov – Standard Performer Notification – RI002 03/31 2014 – dated December 18, 2014. He questioned the PHGAS score and asked what is a good score

number. Director Vadnais said this was a good score but would prefer 90 or more for a hi-performer score. Two of our properties were scored in the high 70's which blend in with the old scores. We could have been a high performer if we had done better. Finances are based on debt levels, paying payables in reasonable time and four months cash-on-hand. The Director reviewed the document for the Board and the residents. He stated that is an interim score and in March 2015 we will get a final score. There were no further questions.

Executive Director's Report

Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director's Report for December 2014. Director Vadnais reviewed his monthly report for the Board. He announced that Jim Ruthowski, Security Director is moving his office to Kennedy Manor. There will be more changes so that we have a solid management and security presence here at Kennedy Manor. The direction to the residents is to go to the housing managers with security issues. The Security Manager will be notified on your behalf and he will gather information based on residents' complaints. Development Managers can take security concerns. Residents will see the presence of security management here at Kennedy Manor. Our Development Manager at Kennedy, Paula McAloon will be located in the former purchasing agent's office and her current office may become a conference room. The Operations department may have a glass enclosure and we will have an open-door policy in the

manager's office. Commissioner Kelley asked "what security hours do you have at Kennedy Manor now". Mr. Ruthowski said there is an 8-10pm patrol and from 10pm-12am there is a security person at the front door. Director Vadnais said we have received a conditional approval from the Planning Commission to move forward with two new buildings at 560 Prospect with competitive tax credit of 9%. Tomorrow, January 22, 2015 a neighborhood housing public meeting will take place at the Boys and Girls Club of Pawtucket, 1 Moeller Place and a meeting at Rhode Island Housing next Thursday to explore our 9% tax credit. We are suggesting looking at historic tax credits also. The developer hired a historic architect who is thrilled with 560 Prospect's historical value. The original design was named "European Architecture" at that time. Attention to sunlight and airflow throughout the development was planned. Late in the 1930's and 40's people were living in tenement housing and this was a new open plan. Mayor McCoy of Pawtucket implemented the "New Deal" programs for Prospect Heights. This is a good opportunity for Pawtucket Housing as we are possibly the third public housing unit of this type in the country. Rhode Island Housing has asked us to be part of a proposal for an Operations Assessment Interest in Housing owned by Rhode Island Housing. Nancy Whitt of PCFCDC (Formerly PCDC) put in a proposal for supportive studio housing with project based vouchers. She is working with Dan Sullivan of Collette Travel Foundation International in funding case management services. Jim Ruthowski, Security Director is on the PCFCDC board. The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing

Management Reports for December 2014. Commissioner George Kelley asked about “vacated residents”. Is this loss money we will never see? Director Goff said that if someone vacates an apartment, they have to pay it back in the future. Commissioner Roberge noted empty apartments at Burns Manor that are not cleaned out since the New Year. She stated people are waiting to get in. Mr. Goff said the wait is a few weeks and that we opened the list the other day. Ms. Roberge stated that one unit in her building has been vacant since December. Director Vadnais said we had employees out in December and we are short-staffed. Operations Director, Bob Corsini will look in at Burns Manor. Chairperson Rabbitt asked Mr. Goff what is the normal turn-a-round time for the vacant apartments? Mr. Goff said two weeks is normal and we have a wait list at Burns Manor. There were no further questions or objections to the Housing Management report at this time.

- o **PHAS Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the December 2014 report. There were no further questions or objections to the PHAS report at this time.

- **Legal Status Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorneys Montalbano and Cloutier's office for December 2014. There were no further questions or objections regarding the Legal Status Report.

- **Operations**

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for December 2014. There were no further questions or objections regarding the Operations Report.

- **Finance**

Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Reports for December 2014. There were no further questions or objections regarding the Finance Report.

- o **Service Contract Log**

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for December 2014. There were no further questions or objections.

- **Security**

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Reports for December 2014. Commissioner Roberge noted that security was not good at Burns as people are coming into the building. Two men were knocking on everyone's

doors. Someone is leaving the doors open and people are getting in at Burns Manor. Mr. Ruthowski suggested checking with maintenance in the event we are having issues with the doors. Ms. Roberge suggested someone is putting something in the doors to keep them open. She told maintenance the doors are not shutting properly. Mr. Ruthowski noted that we have cameras at all doors. Director Vadnais said it is fine to notify maintenance but, call in a work order as it is important that we track our own work order system.

There were no further questions or objections.

- **Resident Services Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Reports for December 2014. There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Reports for December 2014. There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the Consent Agenda for December 2014 be received and placed on file.

New Business

Resolution #1071 Approval to Proceed with Crafting a Chronic Homeless Veterans' Preference in Pawtucket Housing

Chairperson Rabbitt asked if anyone had any questions or objections to Resolution #1071 Approval to Proceed with Crafting a Chronic Homeless Veterans' Preference in Pawtucket Housing.

Chairperson Rabbitt asked for a motion to approve Resolution #1071 Approval to Proceed with Crafting a Chronic Homeless Veterans' Preference in Pawtucket Housing. A motion was made to approve Resolution #1071 Approval to Proceed with Crafting a Chronic Homeless Veterans' Preference in Pawtucket Housing by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Resolution #1072 To Transfer Funds from Section 8 Pre-2004 Reserves to Pay for a Consulting Engagement

Chairperson Rabbitt asked if anyone had any questions or objections to Resolution #1072 Approval to Transfer Funds from Section 8 Pre-2004 Reserves to Pay for a Consulting Engagement with The National Center for Housing Management to evaluate the public housing management structure in order to allow for efficient resource allocation. Chairperson Rabbitt designated the maximum authorized amount to transfer funds from the Pre-2014 Reserve should not exceed \$25K.

Chairperson Rabbitt asked for a motion to approve Resolution #1072 Approval to Transfer Funds from Section 8 Pre-2004 Reserves to Pay for a Consulting Engagement with The National Center for Housing Management not to exceed \$25K. A motion was made to approve Resolution #1072 Approval to Transfer Funds from Section 8 Pre-2004 Reserves to Pay for a Consulting Engagement with The National Center for Housing Management not to exceed \$25K by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Approvals – Approval to Proceed with a RAD (Rental Assistance Demonstration) Application for our Entire Portfolio

Chairperson Rabbitt asked if anyone had any questions or objections for the Approval to Proceed with a RAD (Rental Assistance Demonstration) Application for our Entire Portfolio.

Chairperson Rabbitt asked for a motion for Approval to Proceed with a RAD (Rental Assistance Demonstration) Application for our Entire Portfolio. A motion was made by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Receive and Place on File as Submitted – The National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket
Chairperson Rabbitt asked if anyone had any questions or objections to Receive and Place on File as Submitted – The National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket.

Chairperson Rabbitt and the Board of Commissioners after due consideration asked for the audit findings and recommendations to be tabled and put on the agenda for the February 18, 2015 meeting. A motion to table for the February 18, 2015 meeting The National Center for Housing Management audit findings and recommendations was made by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Old Business:

None

Executive Session:

Chairperson Rabbitt 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 Commissioner Carrera and seconded by Commissioner Goulet with an affirmative vote by roll call:

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

AYES NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Time in Executive Session 6:40 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 Commissioner Kelley and seconded by Commissioner Carrera with an affirmative vote by roll call:

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Time out of Executive Session 7:00 P.M.

Approval of Executive Minutes December 17, 2014

Chairperson Rabbitt asked for a motion to approve the Executive Minutes for December 17, 2014.

A motion to approve the Executive Minutes of December 17, 2014 was made by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Other Business:

None.

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners January 21, 2015 meeting.

A motion to adjourn the Board of Commissioners January 21, 2015 meeting was made by Commissioner Carrera and seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Adjournment at 7:07 P.M.