

**Meeting Minutes for the Warren Housing Authority Board of Commissioners
Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island
October 21, 2019 6:30 p.m.**

1. Pledge of Allegiance

Pledge of Allegiance was led by Madeline Ernest

2. Roll Call:

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego Commissioner Cotta, and Commissioner Oliveira. and Commissioner William Kemp

Chairman Alfano informs everyone that the next meeting will be **Friday, November 22, 2019 at 5pm.**

3. Approval of Minutes

a. September 16, 2019 Board of Commissioners Meeting Minutes

Motion by Commissioner Cotta, seconded by Commissioner Kemp to approve September 16, 2019 Board of Commissioners Meeting Minutes. Vote 4-1 Vice Chairman Rego recused.

4. New Business

a. Present Smoke Free Grounds Policy

i. Amendment to Admissions and Continued Occupancy Policy (ACOP); Lease Agreement; Smoking Policy.

After much discussion from the Committee, Executive Director, Counsel, and Residents regarding the Smoke Free Grounds Policy, all have agreed to look into the verbiage and come back at a later date.

No action taken at this time.

5. Bills and Communications

a. Accept and approve expenditures from September 11, 2019 – October 15, 2019.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to accept and approve expenditures from September 11, 2019 – October 15, 2019. Motion passed unanimously.

6. **Executive Director's Report**
- a. **Request Board of Commissioners to Accept Executive Director's report for October 2019.**

EXECUTIVE DIRECTOR'S REPORT
October 2019
September 14, 2019 – October 18, 2019
Michael J. Abbruzzi

- **Received Increased Capital Funding (\$1,390)**
 - **Updated Annual Plan in HUD EPIC system**
 - **See attached 5-Year CFP update**
- **Completed semi-annual Davis Bacon Wage Reporting**
- **Performed Section Eight Management Assessment Program with Kathy Lima**
- **Prepared RFP for Landscaping Services – Bid Opening Date: November 1, 2019**
- **Pre-Bid Meeting for Bathroom renovation project – Bid Opening Date: October 28, 2019**
- **Ordered carpets for “G” Building Renovation Project**
- **Roof Renovation walk through with Rowse Architect**
- **Completed 2019-2020 Senate Legislative Grant for Kickemuit Village Tenants Association**
- **Correspondence**
 - **September 30, 2019, Letter from Marilyn O’Sullivan - RASP**

PHA – KICKEMUIT VILLAGE:

- **October 2019 Activity**
 - **0 Vacant Units**
 - **0 Renovations in process**
 - **0 Renovations completed**
 - **86 Completed Work Orders**

Housing Choice Voucher Program:

- **October 2019 Activity**
 - **5 New Admissions**
 - **1 Port-in**
 - **12 Annual Reexaminations**
 - **7 Interim Reexaminations**
 - **6 Vouchers Issued**

Motion by Commissioner Kemp, seconded by Commissioner Oliveira to accept Executive Director's report for October 2019. Motion passed unanimously.

7. Maintenance Report

a. Request Board of Commissioners to Accept Maintenance Report for October 2019.

Summary of maintenance operations from September 10, 2019 thru October 15, 2019

- **Griggs & Browne were on site to spray for bees on Wednesday, September 25, 2019; Monday, and September 30, 2019.**
- **North East Landscaping was on site for lawn care on Wednesday, September 11, 2019, Wednesday September 18, 2019, Wednesday, September 25, 2019; Wednesday, October 3, 2019.**
- **New England Green Lawn Care was on site on Friday, October 4, 2019 to apply fertilizer.**
- **M.A.G. Irrigation Company was on site October 4, 2019 to winterize the sprinkler system.**
- **Griggs & Browne Co. Inc. were on site for their monthly preventative treatment on Tuesday, October 8, 2019.**
- **In addition to our routine duties, we also responded to 97 Job Orders, of which 86 were completed.**
- **Inventory used –**

Hot Water Tanks –

Refrigerators – 1 – (w/o 5998)

20" Stove –

24" Stove – 1 – (w/o 6060)

Air Cond –

Jeffrey Dallaire, Maintenance Supervisor

Motion by Commissioner Cotta, seconded by Commissioner Oliveira to accept Maintenance report for October 2019. Motion passed unanimously

8. Public Comments

No comments

9. Commissioners Comments

No Comments

10. Adjournment

Motion by Vice President Rego, seconded by Councilman Oliveira to adjourn. Motion carries unanimously.

7:05PM

Attest:

Warren Housing Authority Board
of Commissioners Recording Secretary,
Sandra J. Speroni