

MINUTES OF REGULAR MEETING  
OF THE WARWICK HOUSING AUTHORITY  
September 17, 2019

The Commissioners of the Warwick Housing Authority met in regular session at Shawomet Terrace, 1035 West Shore Road, Warwick, Rhode Island, on Tuesday, September 17, 2019, at 4:30 PM. The Chairman called the meeting to order at 4:30 PM, and upon roll call, those present and absent were as follows:

PRESENT: Commissioner Doorley  
Commissioner Quirk  
Commissioner Ellis  
Commissioner Pesce  
Commissioner Palumbo

ABSENT:

ALSO PRESENT: Michael S. Lyckland, Executive Director  
K. Joseph Shekarchi, Attorney  
Everett O'Donnell, Director of Maintenance  
Edward Rowse, Edward Rowse Architects

The Chairman declared a quorum present.

NOTICE OF REGULAR MEETING  
NOTICE OF REGULAR MEETING TO THE  
COMMISSIONERS OF THE WARWICK  
HOUSING AUTHORITY

Notice is hereby given that a Regular Meeting of the Board of Commissioners of the Warwick Housing Authority, Warwick, Rhode Island, will be held at Shawomet Terrace, 1035 West Shore Road, Warwick, Rhode Island, at 4:30 PM, on Tuesday, September 17, 2019, for the following purposes:

ELECTION OF CHAIRMAN

WARWICK NON-PROFIT HOUSING CORPORATION

PROGRESS REPORT – SECTION ADMIN PLAN

PROGRESS REPORT – PUBLIC HOUSING

ADMINISTRATIVE MATTERS

- Capital Fund Program – FY2019 Annual Statement and Updates
- Napco, Inc. Arbitration
- Financial Report
- FY2018 Audit Report
- FY2020 Annual Plan
- FAA Tower Update
- Conferences
- Executive Session – ED Contract
- Other Business

MARK C. DOORLEY, VICE-CHAIRMAN

Dated this 10th day of September, 2019.

I, Michael S. Lyckland, the duly appointed, qualified and acting Secretary of the Warwick Housing Authority in the City of Warwick, Rhode Island, do hereby certify that on September 10, 2019, I served in a manner provided in the By-laws of said Authority, upon each of the Commissioners of said Authority named in the foregoing Notice of Regular Meeting, a true and correct copy of the foregoing Notice of Regular Meeting.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 10<sup>th</sup> day of September, 2019.

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Secretary

NAPCO, INC. ARBITRATION

The Attorney and Ted Rowse of Edward Rowse Architects discussed the status of

the Napco, Inc. arbitration with the Board. The Authority is currently holding a contract balance of \$70,652.00. The Attorney recommended that the Authority continue to hold funds for payment of the insurance deductible, repair of the roof decking and the A&E arbitration costs and release funds in the amount of \$38,868.05. After further discussion, a motion was made by Commissioner Quirk, seconded by Commissioner Palumbo, to withhold funds for the insurance deductible, repair of the roof decking and A&E arbitration expenses and release funds in the amount of \$38,868.005. All voted in favor, except Commissioner Doorley, who abstained.

#### ELECTION OF CHAIRMAN

Due to the replacement of Commissioner J. William Quirk, a new Chairman must be elected at the next regular meeting, which would be this meeting. Commissioner Quirk nominated Commissioner Doorley for the office of Chairman. Commissioner Ellis seconded the nomination. There being no other nominations, all voted in favor of Commissioner Doorley as Chairman. The election of Commissioner Doorley as Chairman created a vacancy in the position of Vice-Chairman. The election to fill the vacancy will be held at the next regular meeting in October.

A motion was made by Commissioner Doorley, seconded by Commissioner Ellis, to approve the minutes of the June 17, 2019 meeting. All voted in favor, except Commissioner Palumbo, who abstained.

A motion was made by Commissioner Quirk, seconded by Commissioner Ellis, to approve the minutes of the August 5, 2019 meeting. All voted in favor.

#### SECTION 8 PROGRES REPORT

Section 8 Housing Choice Vouchers: As of September 1, 2019, there are 197 Housing Choice Vouchers under contract. There are also 20 port-ins.

Section 8 Administrative Plan Update: The Executive Director advised the Board that he is working on the changes to the Administrative Plan and hopes to have them for the next meeting.

## PUBLIC HOUSING PROGRAM

Michael Layden: The Executive Director advised the Board of the problem with tenant Michael Layden. Mr. Layden, a tenant at Meadowbrook Terrace, stabbed a visitor at Meadowbrook Terrace during a dispute. He was arrested and released. However, he threatened a resident a few days later and was removed from his apartment by the Warwick Police and Fire Departments and sent to Butler Hospital. The Executive Director advised the Attorney, who was in touch with the Warwick Police Department. Mr. Layden was eventually released from Butler Hospital and vacated his apartment on September 5<sup>th</sup>, avoiding eviction.

Cathy Price: The Executive Director advised the Board that the Authority is once again experiencing problems with tenant Cathy Price. Ms. Price is a resident of West Shore Terrace and she was caught by our security cameras damaging another tenant's air-conditioner and keying her car. She was also seen throwing a shovel-full of broken glass into the same tenant's garden. Warwick Police arrested Ms. Price for vandalizing the tenant's property and she was served a citation for illegal dumping of the glass on the Authority's property. The Executive Director advised the Attorney that he wanted to move forward with eviction.

Tenants in Arrears: The Executive Director supplied the Attorney with a list of tenants who are in arrears. He agreed to contact each tenant. The Executive Director advised the Board that the Authority will be in court on October 10<sup>th</sup> for the eviction of several tenants for non-payment of rent.

## CAPITAL FUND PROGRAM

Roof Replacement Warwick Terrace: The Executive Director advised the Board that SMD Construction Co. has completed almost all of the work at Warwick Terrace. They have to do some trim work but are substantially complete.

Boiler Replacement Meadowbrook Terrace: The Executive Director advised the Board that Automatic Temperature Controls, Inc. began replacement of the boilers at Meadowbrook Terrace this week. They are replacing ten (10) boilers.

Hallway Renovations Meadowbrook Terrace: The Executive Director advised the Board that E.W. Burman, Inc. is moving ahead with the planning for hallway renovations at Meadowbrook Terrace. The first step will be the removal of the flooring in the hallways. A meeting

was held with the residents of buildings A, B,C&D to explain how they will be affected by the work and advised that they will have to vacate their apartment for one day while the flooring is removed. The Authority has not yet issued a notice to proceed date to E.W. Burman, Inc. They are being given the opportunity to order and get materials onsite and line up their sub-contractors. At the August meeting, the Board awarded the contract to E.W. Burman, Inc. for the base bid, which did not include the Alternate for renovations to the community building in the amount of \$172,647.00. Commissioner Quirk recommended that the Executive Director investigate if the Authority could use any of the Offset Litigation Lawsuit funds to pay for the community building renovations. The Executive Director spoke with Maura O'Brien, Division Director of the Office of Public Housing in the Boston Regional Office regarding HUD's position on the use of the funds. Ms. O'Brien advised that HUD has not issued any guidance on how the litigation awards are to be used. HUD field offices were told that the funds are not operating funds and that HUD has no oversight over the funds. The funds are not considered Federal funds, they are PHA funds and PHAs can decide what they will use them for. HUD's only recommendation is that PHAs do not co-mingle the funds with other funds and keep them in a separate bank account. HUD also recommends that PHAs refer any legal questions to the law firm that handled the lawsuit, Coan & Lyons. Based on Ms. O'Brien's information, a motion was made by Commissioner Quirk, seconded by Commissioner Palumbo to use \$172,647.00 of the offset litigation funds and accept Alternate No. 1 of E.W. Burman's bid and add the renovations of the community building to E.W. Burman's contract. All voted in favor. (Resolution No. 1514)

FY2019 Annual Statement/Budget CFP50119: The Executive Director reviewed with the Board the Annual Statement/Budget for Capital Fund Project 50119. The Executive Director advised that the majority of the funding will be for the anticipated renovations at Meadowbrook Terrace. After discussion, a motion was made by Commissioner Quirk, seconded by Commissioner Ellis, approving the FY2019 Annual Statement/Budget for Capital Fund Project 50119. All voted in favor. (Resolution No. 1515)

### FINANCIAL

The Executive Director reviewed with the Board the Operating Statement prepared by Chris Small for the period ended August 31, 2019.

FY2018 Audit: The Executive Director advised the Board that he has not yet received the final copy of the FY2018 audit report. Marcum LLP has released a draft copy and hope to have everything finalized by the end of the week.

#### FY2020 ANNUAL AND 5-YEAR PLAN

The Executive Director reviewed with the Board the FY2020 Annual Plan and 5-Year Plan. The Plan outlines the Authority's goals and objectives for the next five years and reports on the progress in meeting the goals of the previous Plan. After discussion, a motion was made by Commissioner Doorley, seconded by Commissioner Palumbo, to approve the FY2020 Annual Plan and 5-Year Plan. All voted in favor. (Resolution No. 1516)

#### FAA TOWER UPDATE

The Executive Director advised the Board that contractor's for the FAA were onsite September 5<sup>th</sup> taking soil samples, locating the old septic systems and installing ground water monitoring wells. There won't be an offer to the Authority until testing is completed and the site is appraised.

#### TRAVEL AND CONFERENCES

PHADA 2020 Commissioners' Conference, January 5-8, 2020, Phoenix, AZ: The Executive Director advised the Board that if anyone is interested in attending the conference to let him know as soon as possible.

#### EXECUTIVE SESSION

A motion was made by Commissioner Doorley, seconded by Commissioner Palumbo, that the Board go into Executive Session to discuss the Executive Director's contract.

#### OTHER BUSINESS

No further business

The Chairman scheduled the next meeting for Tuesday, October 15, 2019.

A motion was made by Commissioner Quirk, seconded by Commissioner Palumbo, to adjourn the meeting at 6:45 P.M.

Respectfully submitted,

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Secretary