



**PROVIDENCE HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES:**  
 Thursday, August 26, 2021; 5:30 p.m.

**Dominica Manor's Community Room**

**100 Atwells Avenue, Providence RI 02903**

**CALL TO ORDER**

Chairman Nicolas Retsinas called the meeting to order at 5:33pm.

**ROLL CALL**

| <b>Present:</b>    | <b>Absent:</b>   |
|--------------------|------------------|
| Nicolas Retsinas   | John Iglizzi     |
| Thomas Ryan        | Mary Kay Harris  |
| Vivian Medina      | Siri Colom       |
| Jessica Cigna      | Marcela Betancur |
| Rochelle Lee       |                  |
| Lonzie Doggett     |                  |
| Lawrence D'Alfonso |                  |

Seven members were present, constituting a quorum to conduct business.

**APPROVAL OF MINUTES:**

Chairman Retsinas called for a motion to accept and approve the minutes of the July 22, 2021 meeting. A motion was made by Vice Chairman Ryan and was seconded by Commissioner D'Alfonso. The minutes were approved by unanimous voice vote.

**RESIDENT COMMENTS:**

None

**RESIDENT SERVICES SUB-COMMITTEE:**

Commissioner Doggett reported on the following updates relating to Resident Services

- Due to 1 out of 3 members being present, the Resident Services Sub-Committee did not meet and had an informal discussion.

**CAPITAL IMPROVEMENTS SUB-COMMITTEE:**

Commissioner D'Alfonso provided the following summary of Capital Improvements Projects:

- The laundry services authority wide will be put out to bid in September. The hopeful start date will be in January 2022.
- Exterior door replacements for Dexter Manor, Parenti Villa, and Kilmartin Plaza currently out to bid. Those bids are due September 13, 2021.
- Roger Williams stair tower replacement was sent out to bid. Those bids were due on August 19, 2021.
- The roof replacement at Admiral Terrace has been awarded to A&M Roofing. This is the same contractor that replaced the roofs at Chad Brown.
- Odeh Engineering has been contracted to provide a structural analysis of all our Hi-rises. This will include 335 Hartford. Admiral Terrace will be inspected as well. Carroll Tower was inspected in early August because of a lightning strike. No structural deficiencies were seen.

- The Manton Heights Bike Path is about 70% complete. This project is on schedule to be completed in September.
- A contractor has been identified to replace all the smoke and carbon monoxide detectors at Scattered Sites. It is hopeful that the contractor can begin in mid-October 2021.
- The security camera and infrastructure upgrade project at both Chad Brown and Manton Heights is ongoing. This project is currently about 70% complete.
- Further information is available in the monthly management report.

## **BUDGET & FINANCE SUB-COMMITTEE:**

Commissioner Cigna's updated the board on the following:

### **Financial Overview**

- AMPS: @July 31 bottom line reflects a YTD operating surplus of \$ 480,046
- COCC: showing an operating surplus of **\$90,257**
- Section 8 Admin: showing an operating surplus of approximately **\$61,188**
- Section 8 HAP: has booked **\$270,979** as underspent for FY 2022 YTD.

### **New Funding Sources**

- \$35,000 One Neighborhood HEZ for Economic Self Sufficiency at Hartford Park
- \$40,000 Food Program Grant from RI Foundation - **\$14,097 Remaining**
- \$6,819,448 FY21 Capital Fund
- \$132,370 RI Housing Forgivable loan for the Manton Heights Bike Path Access
- \$25,000 One Neighborhood Builders HEZ for Community Health Worker
- \$60,000 Blue Cross grant for Section 8 Landlord Incentives and Information
- \$101,748 RI Dept of Human Services for AC units
- \$478,500 HUD ROSS Service Coordinator Grant
- \$112,000 CDBG – Health services
- \$154,000 CDBG - Workforce Now

### **Contract Updates**

- Delta Mechanical – Fire Protection System @ Hartford Tower – 335 Hartford Ave - \$1,653,900. CO for \$15279, \$38,400, and \$58030.38 for Total of \$1,765,609.38. Funding Source is the 2017 Bond Proceeds and CFP 20. **Payments processed: \$1,616,419.44 to date.**
- Delta Mechanical – Fire Protection System @ PV, DX, and CT - \$4,824,300. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$3,910,396.50 to date.**
- Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: \$485,000 plus Change Order \$120,025.25 – CO **\$96,020** + CO \$3,209.28 + CO \$120,025.25- **CO \$106,191.50** = \$523212.83. **Payments processed: \$464,078.55 total to date**
- Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: \$831,000. **Payments processed: \$434,943.00 total to date**
- Otis Elevators – Elevator Modernization@ HP. Funding Source is CFP 19. Contract total is \$661,098. **Payments processed: \$0 total to date**
- Martone Construction – Scattered Sites Exterior Renovations – Funding Source CFP 50118. Contract total is \$364,570 plus CO for \$11,065 = \$375,635. **Payments processed: \$375,635.00 total to date. Job Complete**
- Martone Construction – Roof and gutter replacement at Chad Brown. Funding source CFP 19. Contract total is \$1,089,460 plus CO for \$477,518. The new contract total is \$1,566,978. **Payments processed: \$1,333,008.00 total to date**
- Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is \$143,964 plus CO for \$143,964 TOTAL \$287,928.00 **Payments processed: \$203,949.00 total to date**
- Commercial Roofing - Remove and Replace Roof Hartford Park Tower. Funding Source is CFP 50118. Contract total is \$517,000. Change order for \$75,412.75. New total \$592,412.75 **Payments processed: \$592,412.75 total to date. Job Complete**
- Energy One – HVAC for Elevator Modernization. Funding source is CFP. Contact total is for \$127,500. **Payments processed: \$0.00 total to date**

- NESCTC – Security Detail for DX, CT, and PV sprinkler projects. Funding source is Ops. Contract Total is for \$107,502. **Payments processed: \$94,022.45 total to date**
- MTG Disposal- Disposal Contract all AMPS. Funding is OPs. Start date 5/1/21. Contract total for \$405,810. **Payments processed: \$67,635.00 total to date**
- BeauSoleil Brothers – Manton Heights Greenway Bike Path Access. Funding Source is a RI Housing forgivable loan for \$132,370 and CFP for \$96,130. Contract total is for \$228,500. **Payments processed: \$35,150.00 total to date**

**Contract Approval:**

**A & M Sheet Metal and Roofing – Roof and gutter replacement at Admiral Terrace in the amount of \$1,072,508. Funding source: Capital Funds Program:**

**Status:** Commissioner Cigna made a motion to approve the contract as proposed with A&M Sheet Metal and Roofing and Commissioner Doggett seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, D’alfonso, Doggett, Cigna (7)**

**Votes opposed: none**

**EXECUTIVE DIRECTOR REPORT:**

Director Sanzaro updated the Board on the following items:

**1. HURRICANE UPDATE:**

Although the PHA team prepared us and our residents for Hurricane Henri the storm changes resulted in no known damage to the PHA properties.

**2. EVICTION MORATORIUM:**

Eviction moratoriums will be ending on October 3<sup>rd</sup>. HUD’s local Field Office conducted a survey of Housing Authority’s regarding the number of residents behind on rent. Housing Authority’s plan to address the ending of the moratorium/rent owed.

**3. HOUSING PRESERVATION PROGRAM & RENT RELIEF RI EFFORTS:**

Jackie Martinez and Claribel Shavers from RI Housing continue to have biweekly meetings for case updates, updates from US Treasury, working on developing shared tracking sheet for case approvals for rent and utilities.

226 Public Housing applications have been submitted to date. 45 of them have been approved totaling \$110,576.05.

Hartford Park has highest approved applications of 26 followed by Manton Heights with 10 approved applications.

**4. PROVIDENCE GUARANTEED INCOME PROGRAM:**

a) The City of Providence is offering a pilot “guaranteed income” project to provide \$500 per month for a year to 110 low-income families. The purpose is to study whether a larger such program would be beneficial.

b) By lottery, the City will pick 110 winners. Application dates were due by August 21<sup>st</sup> either online or a paper application.

c) Chosen residents who receive these \$500 monthly payments would normally be required to pay rent on them since they will be considered a regular, recurring income source. PHA is looking into whether they can be excluded from rent calculations.

**5. HOUSING COURT ATTORNEY SELECTED:**

a) The PHA selected one of its incumbent Housing Court attorneys, Michael Crane for all housing court legal services. In the past, the PHA had transitioned away from one staff attorney employee and began utilizing two, vendor attorneys to handle the housing court caseload: one for family developments and one for elderly/disabled. Over the last few years, the PHA has determined that one, housing court attorney would be most efficient and uniform in process.

**6. EMERGENCY HOUSING VOUCHER UPDATE:**

- a) The end of July and August, the PHA received their first Emergency Housing Choice Voucher referrals. From the RI Coalition there were 30 in total to End Homelessness. The PHA will be holding 5 briefings with applicants as they begin to successfully lease up 42 vouchers.
- 7. PROJECT BASED VOUCHERS & REQUEST FOR PROPOSALS UPDATE:**
- a) The PHA released a request for proposals to award 50 project- based vouchers. By mid-July, The PHA received 11 proposals from 9 entities with requests for a total of 101 PBVs.
- There were 34 Project Based Vouchers requested to support new construction or major rehabilitation.
  - There were 67 Project Based Vouchers requested to support existing affordable housing.
  - Office of Strategy & Development asked proposers questions about proposals and asked each proposer to complete a conflict-of-interest certification.
- b) On August 18<sup>th</sup>, the PHA's Project Based Voucher committee members met via zoom where Strategy & Development presented a refresher course on Project Based Voucher and a summary of the most viable Project Based Vouchers proposals.
- c) The Committee selected 6 proposers for interviews which will take place via zoom on August 31<sup>st</sup> where proposers will have approx. 15 minutes to present and time for questions and answers.
- 8. PHA'S HEALTH AND SAFETY PROTOCOLS MADE FOR AN EASY TRANSITION TO ADDRESS THE NEW RISKS AND RISE IN DELTA VARIANT NUMBERS:**
- a) The PHA has received reports of either no, 1, or 2 positive cases across the developments from Rhode Island Department of Health, this week marked the first week of 9 positive cases.
- b) In the last week of July, The PHA experienced 2 positive employee cases that resulted in staff outages.
- c) This led to PHA A-Team to meet & discuss a transition back to stricter health and safety protocols. Said protocols were put in place in July.
- 9. COLLABORATIONS:**
- a) Peter Asen of Strategy & Development was appointed by the Mayor and council members to the City's new COVID-19 Recovery and Resiliency Task Force at the end of June. This task force is advising City leaders on how to spend more than \$100 million in American Rescue Plan funds.
- b) The PHA met with RI Foundation to discuss a potential grant up to \$125K for mental and behavioral support due at the end of September.
- c) The Resident Services Department & Lifespan are working with the PHA to offer employment opportunities as they are looking to train and hire people.

**PRESENTATION: PHA's COVID-19 Vaccination and Testing efforts**

Presented by Jacqueline Martinez, Associate Director of Property Management and Tenant Selection. Ms Martinez presented on the PHA's work since May of 2020 to offer COVID-19 testing and vaccinations across the authority.

**EXECUTIVE SESSION:**

Chairman Retsinas asked for a motion to enter a private Executive Session to discuss & review the job performance of Executive Director.

The motion was made by Vice Chairman Ryan and seconded by Commissioner D'Alfonso.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, D'Alfonso, Doggett, Cigna (7)**

**Votes opposed: none**

Chairman Retsina requested a motion to return to the regular meeting. Commissioner D'Alfonso made said motion and it was seconded by Commissioner Doggett.

Vice Chairman Ryan announced that there were no votes taken in executive session and motioned to seal the minutes of Executive Session. This motion was seconded by Commissioner Lee.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, D'alfonso, Doggett, Cigna (7)**

**Votes opposed: none**

**ADJOURNMENT:**

Vice Chairman Ryan made a motion that the meeting be adjourned at 6:49pm, seconded by Commissioner Cigna. The motion was approved by unanimous voice vote.

**Minutes Submitted and Approved By:**

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Taisha Capo  
Recording Secretary

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Melissa Sanzaro  
Executive Director

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