REVERE HOUSING AUTHORITY

BOARD OF COMMISSIONERS
REGULAR MEETING
September 18, 2019

I. ROLL CALL

The members of the Revere Housing Authority met in regular session at 70 Cooledge Street, Revere, MA on September 18, 2019 at 6:30 p.m. The meeting was called to order by the Chairman and roll call showed the following:

PRESENT: Mancini – Perrone – Anzuoni
ABSENT: Rega

Also present: Tricia Duffy, Interim Executive Director
Dean Harris, Director of Maintenance & Modernization
Officer Andrew Lauria, Revere Police Department
Jessica Capodilupo, Board Designate

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: That a copy of the NOTICE OF MEETING pursuant to Section 24A of Chapter 39 of the General Laws with the CERTIFICATION AS TO SERVICE OF NOTICE OF MEETING, attached, was read and spread upon the Minutes of this meeting and filed for record.

II. APPROVAL OF MINUTES

(a) On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: That the minutes of the Regular Meeting held on August 21, 2019 as submitted by the Board Designate, be declared approved.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(b) On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: That the minutes of the Special Meeting held on September 5, 2019 as submitted by the Board Designate, be declared approved.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

III. CRIME REPORT

Officer Lauria stated that there were no issues in last month's report. This month there was one issue with a Facebook post from a 50 Walnut Avenue resident, whereby a statement involving a gun/mass shooting and the RPD was posted. Officer Ahearn investigated the post and it was determined that the tenant was off of her medication. She had no access to a weapon.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To file the Crime Report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

IV. REPORT FROM THE EXECUTIVE DIRECTOR

(a) Maintenance Report

(1) Vacancy Report

Mr. Harris stated that there are nine vacancies. Three units were turned over this period. Three more will be turned over within the next week. 45 Walnut Avenue is still offline; the contractors are working on the building.

Chairman Anzuoni asked when the building will be completed.

Mr. Harris stated that the date of completion was September 15, 2019; there was a delay in delivery of siding, which delayed the roofer. There is only minor items holding up the progress. Mr. Harris stated that there is some landscaping that needs to be completed when the exterior work is completed. He is anticipating that the building will be ready for occupancy the beginning of October. The contractor has been notified that there will be no further extension issued.

Commissioner Perrone asked if there would be a change order from the roofer.

Mr. Harris stated no. The siding was delayed, but the work is scheduled.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To file the Maintenance Report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(b) **Procurement**
None.

(c) **Fee Accountant Report/Approval of Bills for August ($260,837.69)**

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To approve the Fee Accountant Report/Approval of Bills for August in the amount of $260,837.69.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(d) **Capital Funds Summary**

Chairman Anzuoni asked Ms. Duffy if funds were properly allocated, expended, and if any monies are in danger of being recaptured.

Ms. Duffy stated that yes, all funds were properly allocated and expended and that no monies were in danger of being recaptured.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To place the Capital Funds Summary on file.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(e) Accounting Report

(1) Payroll

Ms. Duffy stated that all for overtime were of an emergency nature.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To place the payroll report on file.

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(2) Maintenance "On Call" Report

Commissioner Perrone stated that he was pleased that the pager is being rotated.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To file the Maintenance "On Call" Report

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(3) Vendor Report ($418,768.89)

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To accept the vendor report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(4) TAR's Report

Ms. Duffy stated that August is a difficult month. It is the end of the summer and there are several tenants that work for the school department. RHA staff is still finding tenants that are not reporting their income. Several tenants owe over $20,000 in unreported income. She stated that she is hiring a private investigator to find tenants that have moved out owing the money. It is difficult to pursue the cases in court as Boston Housing Court causes delays if the cases are transferred to housing court.

Chairman Anzuoni asked if the tenants move to another housing authority.

Ms. Duffy stated no as other housing authorities run credit checks.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To place the TAR's report on file.

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(5) Public Housing Write-Offs

RESOLUTION #40-2019
September 18, 2019

Commissioner Henry Mancini introduced the resolution as follows:

To approve the Public Housing Write-Offs.

Commissioner Anthony Perrone made a motion to accept the resolution, which was seconded by Commissioner George Anzuoni,

VOTED: To approve the Public Housing Write-Offs in the amount of $45,145.50.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

ATTEST

Patricia E. Duffy
Interim Executive Director

(6) Gas Consumption

Ms. Duffy stated that RHA utilizes two different gas stations. Gas usage is in line with the previous year.

Chairman Anzuoni asked if the gas was less expensive than the City yard.

Ms. Duffy stated yes.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To file the Gas Consumption report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(7) Laundry Revenue

Ms. Duffy stated that RHA has received $17,576.45 to date. RHA receives 62.2% of the income.

Chairman Anzuoni asked if this was the result of more money being accounted.

Ms. Duffy stated no; it is the increase in RHA's percentage of the income.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To file the Laundry Revenue report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(d) Housing Management Report

(1) September 18, 2019 Report

Private conferences are being held on a regular basis with tenants for lease violations and applicants who were denied priority status.

The Housing Management Department is working with the Maintenance Department on unit transfers. We were able to move an over-housed and an under-housed family this month. The Tenant Selector will continue to transfer under housed and over housed residents when possible.

Alexandra, The Mixed Population Coordinator and the Director of Housing Management have conducted unit inspections for housekeeping concerns and lease violations reported by the Maintenance Department. Alexandra is working with the tenants to provide supportive services.

As mentioned at last month's meeting a jury trial for an ongoing eviction case was scheduled for August 26, 2019 at Boston Housing Court. The RHA was able to make an agreement with the residents in lieu of having a trial. Later this month the Housing Manager will accompany the Director of Housing Management and Legal Counsel in Boston Housing Court for a fraud case.

Over the last 30 days, two units have been leased and the Tenant Selector received five notices from residents that they will be vacating their unit at the end of September. The management staff is now working on recertification's due for the months of November/December 2019.

Commissioner Perrone asked for the number of tenants that owe money on next month's report.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To file the Housing Management report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

(2) Recertification Report

A total of 55 state, 11 federal recertifications have been completed this month. The total for the year that have been completed is 665. Seven tenants were late with their recertification and have been charged a retroactive rent. One tenant has an ongoing court case (unauthorized occupant); however, a permanent injunction was issued against her son and she will be moved to a one-bedroom unit when available.

Chairman Anzuoni asked how the recertifications are completed and if the process is on track.

Ms. Duffy stated that recertifications are completed on the tenant's anniversary date and they are on track. Tenants must now make an appointment with a Housing Management staff member to ensure the paperwork is completed.

Chairman Anzuoni asked if there were any further questions and hearing none asked for a vote.

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To file the Recertification Report.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

V. COMMISSIONERS INPUT

Chairman Anzuoni asked if there were any further comments and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: To file the Commissioners Input

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

VI. UNFINISHED BUSINESS

(a) Executive Director

The Chairman stated that the position has been offered to Carlos Lopez. His terms of employment are being negotiated and the Board must decide on several items that he has requested be reviewed:

- Request for a two-year contract.
  The Board denies this request. A one-year only contract will be offered.

- Request for a six-month performance appraisal.
  The Board denies this request.

- Request for a $5,000 reimbursement in lieu of health insurance covered by spouse.
  The Board denies this request as it is not included in RHA's Personnel Policy.

- Request for $5,000 toward retirement.
  The Board denies this request as all other RHA employees must enroll in City of Revere Retirement.
- Request for a cell phone.
  The Board approves this request.

- Request for three weeks of vacation time.
  The Board approves this request.

- Request for twelve (12) personal days.
  The Board denies this request. RHA's Personnel Policy allows for three (3) personal days and one (1) birthday (to be taken within one month of birthday).

- Request for ten (10) sick days.
  The Board approves this request. RHA's Personnel Policy allows for 2.14 sick hours accrued per week.

- Request to work from home.
  The Board denies this request.

- Request to work from home should a family member take sick.
  RHA approves this request according to RHA Personnel Policy which allows an employee to use sick time to care for a sick family member.

Commissioner Perrone asked that the Sick Bank Policy be reviewed at the next Board meeting.

Chairman Anzuoni asked if there were any further comments and hearing none asked for a vote.

On motion of Henry Mancini, seconded by Anthony Perrone, it was

VOTED: The Board of Commissioner's responses be submitted to Leo Dauwer.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

VII. NEW BUSINESS

(a) Section 8 Administrative Payment Standards Effective November 1, 2019.

RHA is requesting that the Board approve 100% of the fair market rent. RHA has issued 20 additional vouchers and has recently come off of the shortfall list. RHA has absorbed several others.

Chairman Anzuoni stepped down from the Chair to vote on a resolution.

RESOLUTION #41-2019
September 18, 2019

Commissioner Anthony Perrone introduced the resolution as follows:

To approve Section 8 Payment Standards at 100% of fair market rent.

Commissioner Henry Mancini made a motion to accept the resolution, which was seconded by Commissioner George Anzuoni,

VOTED: To approve Section 8 Payment Standards at 100% of fair market rent.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

ATTEST

Patricia E. Duffy
Interim Executive Director

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: Go back and re-vote the resolution for the Write-Offs correctly.

ROLL CALL SHOWED THE FOLLOWING:

AYES: Mancini – Perrone – Anzuoni
NAYS: None
ABSENT: Rega

The Chairman declared the motion carried.

VIII. EXECUTIVE SESSION
None

On motion of Anthony Perrone, seconded by Henry Mancini, it was

VOTED: To adjourn the meeting at 7:27 pm.

Respectfully submitted .

Jessica Capodilupo
Board Designate to record Minutes