

COVENTRY HOUSING AUTHORITY

MINUTES

AUGUST 18, 2010

The Town of Coventry Housing Authority met in regular monthly session on Wednesday, August 18, 2010. The Chairman, Robert DiPadua, called the meeting to order at 4:30 p.m. and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, Rebecca Parenteau and Paul Pasch. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to accept the minutes of the July 21, 2010 meeting as presented. Motion carried with all in favor. Motion was then made by Commissioner Pasch and seconded by Commissioner DeGraide to accept the minutes of the August 11, 2010 meeting amended to read Wednesday August 11, 2010 instead of Wednesday August 12, 2010 on the first line of the body of the report. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner

Parenteau and seconded by Commissioner Jalbert to approve the Treasurer's Report. Motion carried with all in favor.

The Year to Date Financials through April show that in Public Housing, reserves remain at 85.5% and receipts remain above anticipated; however HUD has not yet determined final subsidy calculations. Routine expenses remain over budget due to gas utility expenses.

Section 8 lease ups remain high at 97%, allowing the Authority to earn up to the maximum admin fee for the program, which contributes to current net income of over \$19,000.

DIRECTOR'S REPORT:

1. Construction Update: NRT Sidewalks/Paving: The initial walk-through has taken place with concerns at two buildings regarding puddles at new entrance walkways. Hartford Paving has been on site to shoot grades and Crossman Engineering has provided their initial grades as well. Julie is awaiting a meeting to discuss resolution of this problem.

Roofing – NRT: Buildings 2, 3, 5, 6. Work is complete and looks good.

2. The Boston NAHRO conference was very well attended and Julie received the Authority's National Award of Merit for the Team Work/Healthy Work program.

3. Julie reported that after she attended the Town of Coventry Emergency Management committee meeting on July 26th, she

secured the services of Sgts.

Sturdahl and Skorski to provide a presentation to the residents on Storm Preparedness.

4. Fred Perri, a resident of Knotty Oak Village turned 100 on Sunday, August 15th. A cake was served for him when he came in for his daily cup of coffee and puzzle time on Monday morning.

5. Attached are copies of two recent news items: NERC Journal of July and SHARP – a joint proposal prepared by NAHRO and PHADA to provide administrative relief to small agencies.

6. Julie will begin her vacation on Friday, August 20th.

Commissioner Jalbert questioned Julie regarding where emergency lighting is in the buildings. Julie explained that emergency lighting is only in the hallways, however tenants are encouraged to be prepared and to practice what they would do in case of a power failure.

MAINTENANCE REPORT:

Julie reported that the shed at NRT had been painted and the bus stop will be cleaned up soon. Chairman DiPadua questioned Commissioner DeGraide as to whether he felt the roofing work was going well. He responded that there was an issue with how the vinyl

siding was replaced after the roofing was done but the company has not requested payment yet so the problem will be discussed.

HOUSING REPORT:

Julie reported that in Public Housing, cleanup of vacancies continues, and in Section 8 vouchers have begun to be issued from when the list was opened up in June. There were two vacancies in July at Crossroads, which have already been filled.

RESIDENT SERVICE COORDINATOR:

Deidre is currently on vacation; her report is included in today's packet.

FAMILY SELF-SUFFICIENCY:

One of the members of the PCC has resigned, however the bank will provide a replacement. Maria Cimini from the Feinstein Center shared information on the farmers market and the food stamp program at the meeting.

Money Management International made a presentation on the 27th.

CORRESPONDENCE:

- Letter from Ed Jacques – Commissioner Pasch expressed his

appreciation for Ed's kind words.

- Letter from Nolan, Dailey, Rothemich & Brunero regarding funeral home construction. Discussion was held among the board regarding this issue. Bill Morin, a tenant from Building 2 stated that his unit faces the funeral home and he has never had a problem. The funeral home plans have been in the paper in the past and he feels the residents are well informed regarding this issue, have no objections and the issue should be dropped. Motion was made by Commissioner Jalbert and seconded by Commissioner Pasch to have Attorney Capaldi send a letter stating that the Housing Authority takes no position on this matter. Motion carried with all in favor.

BUILDING COMMITTEE:

Commissioners DeGraide and Parenteau met with Julie on July 27th to review the first schematics of the proposed new maintenance facility and to check out the proposed site placement. Julie will be scheduling a meeting with the engineers. Commissioner DeGraide stated that the committee originally had three members and now has only two. He questioned whether anyone else would be interested in being on the committee, however the other board members would be unable to participate due to work issues.

UNFINISHED BUSINESS:

A) Office Expansion: A meeting was held with the low bidder and two items came to light during this review – light fixtures and heating ducts. The contractor submitted cost savings in these two areas, proving a savings of \$2,500 and a reduction in their proposal to \$28,490. Motion was made by Commissioner Jalbert and seconded by to accept the amended proposal, which falls within budget and to award the bid to Vasco, Inc. Motion carried with all in favor.

NEW BUSINESS:

A) Gifts in Kind: The renewal for the Gifts in Kind program is due for a total of \$150. This program gives the Authority access to suppliers excess inventory. Motion was made by Commissioner Parenteau and seconded by Commissioner Pasch to authorize payment. Motion carried with all in favor.

B) Hartford Paving: Application #2 has been received for the sidewalk modification and overlay work in the amount of \$62,299.80. This application has been reviewed and approved by the engineer and certified payrolls have been received from the contractor. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to proceed with payment up to this point. Motion carried with all in favor.

C) Belcour Corporation: Application #1 has been received in the amount of \$98,325.00. This application has been reviewed and approved by the engineer and certified payrolls have been received for this time frame. Final walkthrough is the only remaining item on this project. Motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to proceed with payment up to this point. Motion carried with all in favor.

D) National Leased Housing Association Membership: This national organization addresses the requirements and regulations governing multi-family housing and membership will provide the Authority with access for training and consulting to ensure compliance. The Authority is gearing up for the two new developments and Julie is recommending annual membership at a cost of \$500. Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve this membership. Motion carried with all in favor.

There being no further business to discuss, motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY