

COVENTRY HOUSING AUTHORITY

MINUTES

NOVEMBER 17, 2010

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau, Paul Pasch and Rosalie Jalbert. Commissioner DeGraide was on vacation. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to approve the minutes of the October 20, 2010 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to approve the Treasurer's Report as submitted. Motion carried with all in favor.

The Year To Date Financials show that, in Public Housing, reserves remain high at 88% and total operating receipts will remain

above budget, as the Authority will receive 103% of projected subsidy for 2010. Year to date operating expenses are under budget by 4%. In Section 8, only 90 – 92% of earned admin fee has been received; however the program is still breaking even, even prior to the expenses of the office renovations. Additionally vouchers continued to be leased up at 98% to maximize the available earned fee.

EXECUTIVE DIRECTOR'S REPORT:

Construction Update:

- a) **NRT Sidewalks/Paving:** Coventry Housing met with the contractor and engineer on site to discuss the final punch list and resolution of two areas that are continuing to puddle after construction. Modifications were discussed and the contractor and engineer will bring recommendations back to the Authority.
- b) **Office renovation** began on November 12th and the contractor expects to be finished in a week.

The State Fire Marshall and Ben Perra, the local fire marshal met at both sites on Friday, October 29th for an informative and interactive workshop on fire safety. The Authority will continue to keep this relationship open for the benefit of residents.

Christine, Deirdre and Julie attended a demonstration by the Central Coventry fire district on the LoJack Safety Net System recently acquired by the fire department. A person wearing this bracelet can be located if lost. An information flyer is included in today's packet for the board's review.

A firm commitment of Low Income Housing Tax Credits has been received for the development of Coventry Meadows. The Authority is awaiting approval from Kent County Water Authority in order to proceed to final closing by the first week of December.

Commissioner DeGraide, Foreman Chatell and Julie went to visit Airhart Electric on Friday, November 12th to inspect the "Morton" structure built at this site for housing vehicles and equipment.

Julie would like to schedule a budget session on Wednesday, December 1st at 4:30 p.m. The fee accountant will be available for this meeting.

The Cowesett Inn is now accepting reservations and Julie suggested December 14th or 16th for the annual Christmas dinner with the staff and board. After further discussion, it was decided to hold the dinner on Wednesday, December 15th, following the regular monthly board meeting.

Included in today's packet is the October edition of the NERC/NAHRO journal.

Julie expressed her appreciation to the board for the attendance and support at the recent annual dinner of PHARI. She informed the board that she has taken on the position of Vice President of this organization.

MAINTENANCE REPORT: No discussion.

HOUSING REPORT:

The Public Housing Program stayed at around 99%. Vacancies continue but are leased up in under twenty days. In the Housing Choice Voucher Program, fifteen vouchers were issued since the last meeting and fifteen more today. There were no vacancies at Crossroads.

RESIDENT SERVICE COORDINATOR: No discussion.

FAMILY SELF-SUFFICIENCY:

The “Tis” the Season program has already received more than \$2,000. There was a great turnout for the Domestic Violence awareness presentation on the 19th. Erin expressed her appreciation for the staff participation in Domestic Violence awareness day on October 29th.

CORRESPONDENCE:

- Thank you card from Ed

UNFINISHED BUSINESS: None to discuss.

NEW BUSINESS:

A) Tenant Charge Policy: An updated list of tenant charges was submitted to the board for their review. The current charge list is over 16 years old. Commissioner Pasch suggested that a statement should be added at the end stating that anything not included on the list will be billed out at actual cost. After agreement by the board, motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to approve the tenant charge policy, with the above statement included. Motion carried with all in favor.

B) RISE Energy Improvements: RISE notified the Authority that they still have money left and they will replace, without charge, all refrigerators placed in service prior to 2000. Additionally, light bulbs in common areas of buildings and units will be replaced free of charge. Commissioner Jalbert stated that she would like this lighting investigated before installation as she feels it provides poor lighting. Arthur stated that he sees liability problems if the bulb breaks in a unit and someone gets a mercury infection. Julie stated that RISE will just deliver the light bulbs and not install them and suggested that they be installed just at John O. Haynes to see how it works out.

Motion was made by Commissioner Parenteau and seconded by Commissioner Pasch to approve this plan from RISE. Motion carried with all in favor.

C) PHADA Commissioner's Conference: The conference will be held in Phoenix, Arizona from January 9 – 12th. Julie is not planning on attending, however she needs to know if anyone else would like to attend. Commissioner Pasch stated that he thinks the agenda is excellent and would like to attend. He checked airfares and found one for around \$300. Commissioners Jalbert and Parenteau also expressed a desire to attend the conference. Motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to approve up to three commissioners and/or staff to attend the PHADA Conference. Commissioner Pasch stated that based on the conference schedule, the hotel should be booked from Saturday through Wednesday night. Motion carried with all in favor.

OPEN DISCUSSION:

Discussion was held with one of the tenants who is requesting an inspection and a ruling regarding smoking in the buildings. She has a neighbor who smokes in their unit and the smell spills over into her unit. She has breathing problems and it affects her health. It was suggested that she change apartments but she does not wish to do this. There is a meeting scheduled to look into this matter. Discussion was held regarding the possibility of designating a

building for smokers in the future.

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

GAIL T. WOODWARD
RECORDING SECRETARY