

COVENTRY HOUSING AUTHORITY

MINUTES

FEBRUARY 16, 2011

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

MINUTES:

Motion was made by Commissioner Parenteau and seconded by Commissioner DeGraide to approve the minutes of the January 19, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Pasch 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 continue at the 90% level through the first eleven months of 2010. Actual revenues remain greater than 3% and total routine

expenses for the first eleven months are 2% under budget. In Section 8, receipts remain above budget as lease ups continue at 99 – 100%. A net profit of \$44K is being produced in the program. This will be reduced once the payment is made for office renovations.

EXECUTIVE DIRECTOR'S REPORT:

Final invoicing has been received from the contractor for the sidewalks/paving at NRT. Julie is awaiting review and sign off from Engineering.

Christine and Ron enjoyed the Procurement training, which gave them great insight into the regulations that must be followed.

Julie met with the Public Housing, Section 8 and Maintenance department managers to review and approve their department goals for 2011. Managers are now reviewing these goals with their staff members.

The health benefit renewal program was presented to the staff with Annie Simon, London Health Administrators and Julie. The staff was extremely relieved that there were no huge premium increases.

Julie informed the board that today's packet includes the Energy Audit prepared for the Weatherization Grant received for the NRT property and her notes from a meeting with the RIH weatherization team.

The consortium purchase of electricity has a term end date of March 2011. Source One has prepared the RFP for suppliers based on the combined consortium load of 60m

KWh. Electricity is currently at 8.5 cents and good pricing is anticipated for the next term.

Julie reported that there is a great deal of buzz going on in Washington about the appropriations for the federal programs. While different proposals are being discussed, it is not yet known what the extent of cuts may be in any specific programs.

Julie stated that now that she knows the final numbers for benefits, she would like to schedule a work session in March, possibly on a Wednesday.

A reporter from the Times contacted Julie with a request. For Valentines Day, she wanted to do a story on a couple that had been married for a long time. Julie connected her up with a couple from the Housing Authority who agreed to participate and a very nice article, along with pictures, appeared in the Times.

MAINTENANCE REPORT:

Julie stated that things are getting back to normal now that the snowstorms are over.

HOUSING REPORT:

Public Housing remained at 99% leased up and the Authority is

receiving 102% of rental income anticipated. In Housing Choice Voucher 285 are leased for January out of 278. According to Julie, being over is okay as long as it averages out for the year at 278. Crossroads is fully leased up.

Julie reported that after speaking to the fee accountant, the Financials might be handled differently after the new developments are completed.

RESIDENT SERVICE COORDINATOR: No Discussion

FAMILY SELF-SUFFICIENCY:

Erin secured three new programs requested by clients; Money Matters, Self Defense and CPR Training.

CORRESPONDENCE:

- Thank you note from a tenant

BUILDING COMMITTEE:

The Morton Company came to the Housing Authority to discuss possibilities for the new maintenance building. Two new sketches have been received from Andrews Engineering for possible site locations for this building. Julie stated that the committee needs to

reconvene with this new information.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Chairman DiPadua requested that the board formally thank the maintenance staff for the outstanding work they have done during the snowstorms. Motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to have Julie follow through with this. Motion carried with all in favor.

A) Resolution 2011-01 was introduced by Chairman DiPadua; read in full and considered: Resolved, to approve the Management Assessment (MASS) for FYE 12/31/2010 for the Public Housing Program of the Coventry Housing Authority as presented. Commissioner Pasch moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Upon roll call the "Ayes" and "Nay's were as follows: Commissioner Pasch – aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye, Commissioner Parenteau – aye and Chairman DiPadua – aye.

B) Resolution 2011-02, introduced by Chairman DiPadua; read in full and considered: Resolved to approve the Section 8 Management Assessment (SEMAP) for FYE 12/31/2010 for the Coventry Housing Authority as presented. Commissioner Jalbert moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Pasch. Upon roll call the “Ayes” and “Nay’s were as follows: Commissioner Pasch – aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye, Commissioner Parenteau – aye and Chairman DiPadua – aye.

C) Application #3 – Hartford Paving Corp: Application #3 for the NRT sidewalks and pavement work has been reviewed and approved by the contract engineer and certified payrolls have been previously submitted to the Authority. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to approve payment #3 for \$22,518.00 to Hartford Paving. Motion carried with all in favor.

D) Sewer Extension – Final Billing: Motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to approve payment of invoice #3 for final payment for installation of sewers at KOV and JOH. Motion carried with all in favor.

E) NAHRO Legislative Conference: The conference will be held in DC on March 27-30, 2011. Julie will be attending this conference and if any board members wish to attend, they should let her know.

F) HUD-202 Training: A one day training program is being provided by the New England Affordable Housing Management Association in Worcester, MA on Thursday,

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March 10th. Julie is recommending that two staff members attend, one of which will be her, at a cost of \$700. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to send Julie and another staff person for this training. Motion carried with all in favor.

G) Annual Memberships: Julie provided the board with a list of all organizational memberships that will come due during the year and suggested that the board review and decide at this time if they wish to continue them. Discussion was held regarding the various organizations. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to continue memberships in all of the listed organizations for an amount not to exceed \$4,000. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner Pasch questioned whether the damaged KOV sign is going to be replaced or removed. Julie stated that she is working

with the contractor on this. Discussion was held regarding where new signs might be placed once the new development opens.

Commissioner Parenteau offered to volunteer her time for any activities at the Housing Authority if needed.

Discussion was held regarding the possibility of submitting another request for a traffic light after the new developments are in use.

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

**GAIL T. WOODWARD
RECORDING SECRETARY**