

COVENTRY HOUSING AUTHORITY

MINUTES

OCTOBER 19, 2011

The Chairman, Robert DiPadua, called the meeting to order at 4:35 and the following commissioners were present: Paul Pasch, Rosalie Jalbert, Rebecca Parenteau, and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Pasch to approve the minutes of the September 21, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

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

Chairman DiPadua thanked Julie for putting a great package together for the retreat last week.

EXECUTIVE DIRECTOR'S REPORT:

The off-site meeting was a great opportunity to discuss the preparation of the 2012 budget. Ideas will be included in the budget. Also discussed at this meeting was Chairman DiPadua's appointment to the Redevelopment Agency. Included in today's packet is a copy of the ruling that the Chairman can serve on both Town boards.

Weatherization work is complete and closed. A blow door test was done which showed 37% more efficiency. Flooring and cove base has been selected for JOH common areas and specs are being prepared to go out to bid. Painting of common areas has been included as an add-on due to funds available in the work line budget.

The FSS Grant has been renewed for calendar year 2012. Correspondence regarding this is included in today's packet.

The required annual inspection of all units, grounds, buildings and systems has been completed and the REAC inspection was held on October 17th and 18th. Julie reported that there was an issue with the common area doors at KOV and JOH. The doors do not latch and they should be self-latching. Paul suggested challenging this issue when the report is received.

Seven staff members will be attending IREM-sponsored ½ day training on Fair Housing on November 9th. Training will take place in Smithfield, RI at a total cost of \$455. The remaining staff members will attend this training in the spring.

HUD has posted the CY 2012 Operating Subsidy processing requirements. Submissions must be made to HUD by 10/31/11 and HUD will notify eligibility by 12/21/11. Although HUD stated that it intends to fund housing authorities at 100%, Julie reports that the budget will not be planned with the intention of receiving 100%.

Housing Authorities will also be required to submit Form 52725 Schedule of Positions and Compensation. This form certifies that the Board has performed a comparability analysis in determining the Executive Director compensation. This form is included in today's packet.

Also included is regional news from the October NERC Journal.

MAINTENANCE REPORT:

Julie reported that some overtime had been performed for routine work for painting an apartment at Crossroads, however the money will come out of the Crossroads budget.

HOUSING REPORT:

Public Housing will have six upcoming vacancies. The Authority will end up with 95% of their subsidy. The Housing Choice Voucher program has 278 vouchers to lease up during the year and they are fully leased up. More money is still being expended in HAP payments

but there is money in reserves to cover this. Crossroads is fully occupied through September.

RESIDENT SERVICE COORDINATOR:

The Coventry Fire District provided an educational program for the residents at Knotty Oak Village and North Road Terrace. Chief Perra presented information on the role of emergency medical treatment.

FAMILY SELF-SUFFICIENCY:

A Bullying prevention workshop was presented by Sandra from Day One. Several children showed up who had not registered and the program was a success.

FSS enrollment is up and Julie reported that the Tis the Season program has received over \$900 in donations to date.

COMMITTEE REPORTS:

Julie reported on Monday she received two bid proposals but it was too late to add them to the agenda. She stated that it would cost about \$36,000 for all the engineering for construction of the garage. She will have this information for the next meeting.

UNFINISHED BUSINESS:

A) Sewer Easement – North Road Terrace (tabled): After discussion with Attorney Capaldi, motion was made by Commissioner Jalbert and seconded by Commissioner Pasch to take this off the table. Motion carried with all in favor. Motion was then made by Commissioner Jalbert and seconded by Commissioner Pasch to do nothing on this issue until something is heard from the town. Motion carried with all in favor.

NEW BUSINESS:

A) HCV Payment Standards, Resolution 2011-06: Julie explained that in the HCV program, the current payment standard is 100% of the HUD Fair Market rents. The new Fair Market Rents from HUD have come out but are not reflective of what the Housing Authority currently uses. Julie is recommending that the payment standard be changed.

Resolution 2011-06 was introduced by Chairman DiPadua; read in full and considered: Resolved, the Coventry Housing Authority Payment Standards for the Housing Choice Voucher Program will be set at 110% of the current HUD Fair Market Rent. Commissioner Pasch moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. All

board members were polled and all voted aye.

B) Executive Director Education Program: Two classes that Julie needs to take to complete her certification will be held at the PHADA Commissioner Conference in January 2012. Julie is requesting approval to register for the courses. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to send Julie to the EDEP Conference and authorize registration in the classes. Motion carried with all in favor.

C) PHARI Annual Dinner: The fifth annual PHARI dinner meeting will be held on Thursday, November 3rd at the Pawtucket Country Club. Julie is recommending the purchase of a table at a cost of \$450. Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to purchase a table of tickets for the dinner. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner DeGraide stated that he will be leaving for vacation on the 15th and will be away for the next board meeting.

Commissioner Jalbert asked whether the December meeting could be changed from the 21st to the 14th because it is close to the holiday. Attorney Capaldi stated that this could be done if the board wishes to do so. This will be discussed at the next meeting.

Chairman DiPadua stated that Julie did a great job at the retreat

and thanked the board for their work.

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

GAIL T. WOODWARD
RECORDING SECRETARY