

# **COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**MAY 16, 2012**

**The Chairman, Robert DiPadua, called the meeting to order at 4:30 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.**

**Chairman DiPadua stated that he would like to move Item 8a Election of Officers under New Business to the first order of business. Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to move discussion of 8a to the first order of business. Motion carried with all in favor.**

**Chairman DiPadua called for nominations for Vice Chairman of the Board. Commissioner DeGraide nominated Robert DiPadua. Chairman DiPadua explained that now that he is feeling better after his surgery he would like to continue on the board, not as an officer but as a member so he can have more free time in his life. Commissioner DeGraide nominated Rosalie Jalbert. The nomination was seconded by Commissioner Pasch. There being no other nominations, the nomination for Rosalie Jalbert as Vice Chairperson**

carried with all in favor.

Commissioner Jalbert nominated Paul Pasch for the position of Chairman of the Board, which nomination was seconded by Commissioner DeGraide. Commissioner Parenteau nominated Robert DiPadua, who declined the nomination. There being no other nominations, motion carried with all in favor for Paul Pasch for the position of Chairman.

Paul thanked Bob for his past years as chairman and also congratulated Rebecca on her reappointment to the board.

#### **MINUTES:**

Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to approve the minutes of the April 18, 2012 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 DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.

The Year to Date Financials through the first two months show that in Public Housing, reserves appear to be down due to the expenditure for fire alarm equipment prior to receipt of insurance proceeds. Total routine expenses are 3% over due to the seasonal

expenses in utilities and non-routine expenditures are also off due to the fire alarm equipment breakdown.

In Section 8, reserves remain healthy for both HAP and Admin Fee expenses including the segregation of \$140,000 HUD has offset to cash manage. The Housing Authority is being funded at 75% eligible admin fee versus the 80% currently approved by HUD. Julie received notification from HUD that all Authorities will be getting the 80%.

Monthly financial statements will now also include operating statements for the Management account. 28 of the 44 units are leased up.

#### **EXECUTIVE DIRECTOR'S REPORT:**

Julie distributed copies of the Annual Report to all board members.

All paperwork and documents have been submitted to Fannie Mae for the assignment of the Fannie Mae Capital loan. There are no changes to any of the terms of the loan agreement or the promissory note.

Bids are due May 22nd for the painting and installation of new flooring in the common areas of Buildings 2, 3, 5 and 6 at NRT. The pre-walkthrough was yesterday.

The fence damaged at NRT from the fallen tree has been repaired.

**The cost was \$280.**

**The cluster of ten oak trees has been removed on the east side of Contentment Drive. Several residents sent their thanks for having this done.**

**During the week of May 7th, Airhart Electric will be replacing the exterior fire alarm pull stations at Knotty Oak Village at a cost of \$1,980. These stations are sending false signals to the fire station because of their age.**

**Julie will be meeting with the telephone provider to discuss telephone upgrade options as well as connecting the sites to the central system.**

**The Ribbon Cutting Ceremony was held on May 4th for Golden Ridge. The turnout was fantastic and the Authority received great coverage at Coventrypatch.com. Lease-ups should begin the week of May 14th.**

**Four buildings (28 units) are under lease at Coventry Meadows, with an additional 8 units coming on line by May 31st.**

**Julie informed the board that the Senate and House continue to deliberate on the 2013 Administration budgets, however there is nothing new to report at this time.**

**Julie gave the board an update on Maintenance activities in the absence of the Maintenance Foreman, who returned to work on Monday.**

**The North Road Terrace Tenants Association has secured a \$1,500 grant from State Representative Patricia Serpa. The Association plans to purchase a movie projector, stand and projection screen to**

**host movie nights.**

**It is time for the Annual dinner. Julie suggested the 1149 Restaurant on May 24th at 6 p.m.**

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**HOUSING REPORT:**

**Public Housing is at 100%, the Housing Choice Voucher program is 99% leased with 276 vouchers out and Crossroads has one vacancy, which will be filled soon.**

**RESIDENT SERVICE COORDINATOR:**

**There is a new book discussion group. The Authority is working with the IT company to accommodate tenants who received Nooks and Kindles for Christmas.**

**FAMILY SELF-SUFFICIENCY:**

**A CPR class was held as well as a self-defense class for women. Julie also reported that the clothing drive has been incredible.**

**Two FSS clients graduated the Certified Nursing Assistant program offered through the Town of Coventry.**

## **CORRESPONDENCE:**

- HUD; SEMAP Assessment: The Authority has been designated as a High Performer with an overall score of 100%
- Thank you note from the Robitaille family

## **COMMITTEE REPORTS:**

### **Building Committee:**

- NRT garage: final site plans and specifications will be complete by May 17th.
- Maintenance Facility: site plans will be complete, including foundation/slab plans.

The architect and engineer are coming in next week. A Morton Building, without utilities is approximately \$30,000.

Engineers are reviewing sidewalk plans/specs prepared in 2009 for the modification of all front building entrances at Knotty Oak Village. This is the Authority's only property that does not provide direct, accessible access. The new specs will eliminate approximately 75% of the previous work plans and may allow this to be accomplished. There are currently requests for ramps at three units at KOV.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

**Ten Year Service Recognition: Christine Slick will reach her tenth year of service during the month of May. Julie is recommending that the board approve a \$1,000 bonus, as in**

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**past years, for the achievement of this milestone. Motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to approve this recommendation. Motion carried with all in favor.**

**OPEN DISCUSSION:**

**Commissioner DiPadua thanked the board, Arthur and Julie for their help during his five years as Chairman of the Board.**

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

**GAIL T. WOODWARD**  
**RECORDING SECRETARY**