

COVENTRY HOUSING AUTHORITY

MINUTES

SEPTEMBER 19, 2012

The Chairman, Paul Pasch called the meeting to order at 4:15 p.m. for the purpose of conducting a Public Hearing to discuss the Annual Plan. The following commissioners were present: Rosalie Jalbert, Robert DiPadua, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

Julie explained that the plan is pretty much boilerplate because it is not a five-year plan, however all funds need to reflect what is in the five year plan. Goals and objectives have been identified as well as methods to reach these goals.

Capital Funds are the largest part of the plan. There are three active capital grants. The remainder of the 2011 grant capital funds will be used up for flooring and painting work at NRT. The 2011 grant funds will be used for projects as defined in the five year plan; boilers, maintenance snow equipment, the garage at NRT, etc. Plans are being made for the 2012 grant money, which was cut by 25%.

After discussion, motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to accept the Annual Plan as presented. Motion carried with a majority vote (Commissioner DeGraide and Commissioner Parenteau did not vote because they came in late). Motion was then made by Commissioner Jalbert and

seconded by Commissioner DiPadua to close the special meeting. Motion carried with all in favor.

The Chairman, Paul Pasch called the regular meeting to order at 4:35 and the following commissioners were present: Rosalie Jalbert, Robert DiPadua, 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 Parenteau to approve the minutes of the August 22, 2012 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

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

The Year to Date Financials through July 30, 2012 show that in Public Housing, reserves have crept up to 115%, however funds have not yet been expended for the NRT Garage. Administrative salary expense has been adjusted to reflect the actual dates that Golden Ridge and Coventry Meadows were fully occupied and operating expenses through July are 1% under budget.

In Section 8, the Authority continues to maintain a 99 – 100% lease up, earning the maximum admin fee dollars available. Julie applied for set aside money earlier this year and received \$3,000. She was also notified that there are still funds available.

In the Management Program, the positive effects of managing the tax credit and 202 sites are beginning to be seen.

EXECUTIVE DIRECTOR'S REPORT:

Julie reported that the move back to the office is complete. The Community Room was reopened on August 27th and will remain open until the end of September. It will then close for one week to replace the flooring.

Coletta Contracting has begun tearing out the common area flooring in Buildings 2, 3, 5 and 6 at North Road Terrace. The painting and flooring should be completed the week ending 10/20/2012.

Final closings for both Golden Ridge and Coventry Meadows are scheduled to take place by September 30th. Both developments are fully occupied and reporting is reflected in the Housing reports. Julie is planning a coffee hour, possibly on October 4th for all residents to fully introduce them to our Housing community. Quarterly tenant meetings have already begun at The Crossroads and Coventry

Meadows.

The Public Housing Association of RI is meeting NAHRO's challenge to promote the services provided by public housing agencies in providing affordable housing opportunities to low-income households. RI's event this year is being sponsored by PHARI and will be held on Friday, October 12th from 10 a.m. – 1 p.m. at the Johnston Senior Center. PHARI is looking for each RI Housing Authority to bring six to seven people from each authority to the event. Coventry Housing will have the two Housing Managers present and are looking to invite one Public Housing resident and one Housing Choice Voucher participant. Commissioners Jalbert and Parenteau expressed that they are interested in attending. Julie informed the board that she may have to emcee the event as the President of PHARI will be on vacation.

Julie completed the ninth class (out of ten) in the Executive Director Certification Program in DC last week. The course was on Maintenance Management, which came at an opportune time, as changes will be made in daily/routine procedures.

Alton Jones has dates available in October for an off-site retreat to plan for 2013. Decision was made to schedule October 18th for the retreat.

MAINTENANCE REPORT: No Discussion

HOUSING REPORT:

Public Housing is 100% leased up, with rental income right on target. Julie budgeted to receive 93% of eligibility but HUD is still saying 100% will be received.

The Housing Choice Voucher program is still 99% leased up. Crossroads had one vacancy and Golden Ridge and Coventry Meadows are fully leased.

RESIDENT SERVICE COORDINATOR:

The knitting program and the Fiddle Fit exercise program continue to meet.

FAMILY SELF-SUFFICIENCY:

Day One participated in a FSS workshop on bullying prevention. The workshop included Crossroads and Coventry Meadows and Sandy from Day One made an impact on the younger residents.

CORRESPONDENCE: None

COMMITTEE REPORTS: Discussion covered under New Business.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) NRT Maintenance Garage:

The project was put out to bid for July 19th with a pre-bid meeting on July 26th and bids were due on August 22nd. Seventeen contractors picked up plans and specs for the project and eleven contractors submitted bids.

During the bid opening, it was noted that the low bidder, DiMeglio Builders, stated in bid forms that the work would be completed in 10 days. The architect advised the bidder to submit a statement of clarification within 24 hours. DiMeglio submitted a corrected time statement of ten weeks, however they failed to include the certificate of non-collusion.

The three lowest bidders were interviewed by EdWojcik, Commissioner DeGraide and Julie and the recommendation to the board was to award the bid to the second lowest bidder, United Home Construction at a project cost of \$94,700.

Factors in making this decision include the lack of experience and/or references with HUD projects by the low bidder who has never

done a HUD project and no references were provided at the time of interview. Also, the low bidder was represented at the interview by a sales consultant who was unable to answer questions in a satisfactory

manner. Commissioner DeGraide said he also had a problem with landscaping and driveway information from the other two bidders. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to award the bid to the second lowest bidder, United Home Construction at a project cost of \$94,700.00. Motion carried with all in favor.

B) Smoke Free Housing: Christine, Deirdre and Julie met with David Andelman to begin the process of possible conversion to Smoke-Free Housing at the public housing developments of Coventry Housing. It is recommended that first a survey be sent to all residents, to get feedback and to let them know that it is being considered. Policies will then have to be developed for administration and enforcement and a time specific implementation date needs to be developed. Chairman Pasch stated that this will involve a lot of issues and suggested that a work session be held to implement a plan for this issue. The work session will be held after the November board meeting.

C) Offset Litigation: NAHRO and PHADA are proposing litigation by housing authorities against the federal government for breach of contract. All housing authorities are being asked to participate in this litigation whether or not they were affected. Coventry was not negatively affected as reserves at year-end were at 95.7%. The cost to participate is \$2,000 and federal funds cannot be used to sign on. After further discussion, motion was made by Commissioner Jalbert and seconded by Commissioner DiPadua to participate in the proposed litigation. All board members voted nay and the motion was not passed.

OPEN DISCUSSION:

A tenant stated that since he was involved in a serious motorcycle accident, he is using smoking to relax instead of pain medication and he would not like to see a no smoking policy instituted at the Authority.

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

GAIL T. WOODWARD
RECORDING SECRETARY