

# **COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**JUNE 19, 2013**

**The Chairman, Paul Pasch, called the meeting to order at 4:30 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 DeGraide and seconded by Commissioner Jalbert to approve the minutes of the May 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 DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**Public Housing reserves are at 91%. Routine expenses are over by 1%. In the Housing Choice Voucher program, reserves will be hit in**

both the HAP account and the Admin Fee account. The Sundry account line item is \$2000 over budget due to the purchase of new briefing videos for issuing vouchers.

The Housing Authority continues to earn fees for the management of the non-profit housing developments.

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

### **1. Insurance Claims Update:**

- a) Flood – The first check for this claim has been received.**
- b) Transformer power – the transformers have been taken off site to a disposal facility for further testing by the insurance company.**
- c) FEMA relief has been submitted for costs related to Blizzard Nemo.**

**2. Participation in Phase II of the Housing Choice Voucher Administrative Fee Cost Study has been completed. \$2,800 of the \$4,300 grant funding has been received and will be recorded into Unrestricted Net Assets of the HCV program.**

**3. The Authority has received notification of the CY appropriation for renewal of HAP funding. This will be 94% of the 2012 expenses or \$1,988,405. Six vouchers issued in February have been taken off “hold” status. Any funding decisions will be based on the 2013 expenditures.**

**4. Julie will be attending the NERC/NAHRO Summer Conference from June 23 – 26th.**

**5. The plaque for naming the garage after Commissioner DeGraide has been received and was on display at the meeting.**

#### **MAINTENANCE REPORT:**

**There were only two hours of overtime worked for routine maintenance.**

#### **HOUSING REPORT:**

**Public Housing is doing well; all leased up with only one vacancy. Housing Choice Vouchers for May are down to 265. In the Management Portfolio, now that people have been at the Meadows for a year, they are beginning to take their vouchers and return to where they previously resided.**

#### **RESIDENT SERVICE COORDINATOR:**

**Deirdre attended the New England Resident Service Coordinator Conference in May. The conference provided many intensive learning**

**sessions of various housing topics as well as the opportunity to network with RSC in the New England Region.**

**FAMILY SELF-SUFFICIENCY:**

**Coventry has a finalist in the poster contest. The winning poster was sent to the National Contest.**

**UNFINISHED BUSINESS:**

**A) Smoke-Free Housing Policy (tabled): Motion was made by Commissioner DiPadua and seconded by Commissioner Degraide to remove the Smoke-Free Housing Policy from the table. All board members were polled and all voted aye.**

**Julie reported that she ended up getting five people for the cessation program so they will begin the class tomorrow. The expected date for the Smoke-Free Housing implementation is 8/1/2013. Motion was made by Commissioner Jalbert and seconded by Commissioner DiPadua to adopt the Smoke-Free Housing policy effective on 8/1/2013. Commissioner DiPadua suggested waiting another month in order for the cessation classes to finish. Classes should be finished by the middle of August. Commissioner Jalbert amended the motion to start the program on 9/1/2013 seconded by**

**Commissioner DiPadua. Motion carried with all in favor for the amendment. Motion carried with all in favor for the main motion.**

**NEW BUSINESS:**

**A) Resolution 2013-07 - Public Housing Flat Rents: Julie explained that she has started working on the annual plan. One of the items looked at are the flat rents for the Public Housing units. The Housing Authority performed a recent survey of comparable properties throughout the community and the average rent for a one-bedroom unit with similar amenities is \$953.00. The current fair market rent is \$762.00. Current rent for KOV and JOH is \$630 per month and NRT is \$655 per month. Based on this information Julie is recommending to the board increasing the flat rent at the Authority to \$750 for all properties. Any resident with income less than \$30,000 will continue to pay 30% of their adjusted income.**

**Commissioner DiPadua questioned the need in this economy to raise rents. After further discussion, Resolution 2013-07 was introduced by Chairman Pasch; read in full and considered: Resolved to increase the Flat Rents of all Public Housing units at the Coventry Housing Authority to \$750.00 per month. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert and upon roll call the “ayes” and “nays” were as follows: Commissioner Jalbert – aye, Commissioner DeGraide – aye,**

**Commissioner Parenteau – aye, Commissioner DiPadua – aye and Chairman Pasch –aye.**

**OPEN DISCUSSION:**

**Commissioner DeGraide brought up discussion about vehicles not following the one-way signs. The meal truck and the UPS truck are doing drop-offs and then making a u-turn to get out of the development. Residents of Buildings 3, 4 and 11 are also requesting a speed bump in the area of the maintenance garage. Julie will check to determine if speed bumps would work better than signs.**

**Commissioner Jalbert stated that when there is more money she would like to see more flowers in the Knotty Oak development, similar to Golden Ridge.**

**EXECUTIVE SESSION:**

**Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to go into executive for discussion under RIGL 42-46-5. All board members were polled and all voted aye. Upon conclusion of executive session, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to end executive session. All board members were polled and all voted aye.**

**Motion was then made by Commissioner DiPadua and seconded by Commissioner Jalbert to return to open session. All board**

**members were polled and all voted aye. Chairman Pasch stated that no action was taken in any matters in Executive session.**

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**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**