

COVENTRY HOUSING AUTHORITY

MINUTES

FEBRUARY 19, 2014

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rosalie Jalbert, R. David Jervis, 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 Jervis to approve the minutes of the January 15, 2013 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 Jervis to approve the Treasurer's Report as submitted. Motion carried with all in favor.

Year to date financials through November 30, 2013 show that Public Housing reserves are being maintained at over 95% with a

cumulative loss to date of \$6,800. Several unplanned updates were done due to the 13% projected increase in operating receipts, which was a result of the conservative approach taken in preparing the budget.

The Section 8 program remains over 95% leased. Admin fee reserve will take a projected reduction due to the 69% proration received from HUD.

In the Management program, the Authority will realize a net income of approximately \$21,000. These funds will increase unrestricted reserves to almost \$50,000.

EXECUTIVE DIRECTOR'S REPORT:

Julie reported that the Housing Authority received their appropriation for 2014. Congress basically took away sequestration.

The FEMA claim is closed. According to Julie, the check was received yesterday.

The NERC Conference was a great event for Coventry Housing, as seven members attended. As a board member to the NERC organization, Julie has volunteered to be on the Training/Development Committee in the hopes of adding more educational sessions to the conferences.

Coventry Housing went through the HUD HCV QC study and the examiner was on site to gather the data for HUD. The QC team will be reaching out to the Authority when they are ready to visit the HCV participants chosen during the study sample.

The Community Development Block Grant application period will begin soon and Julie plans to submit an application to replace the building siding at the eight residential

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buildings of NRT and replace the roofs on four buildings. This funding is in the form of a grant.

The compilation of 2013 financials is about complete. Auditors and fee accountants have been on site for several days. 2014 departments goals will be complete by month end.

Former maintenance director Ed Beaudreau has undergone an above the knee amputation due to an aneurism. Ed is recovering well and has moved into a rehab facility. A stint has been put in his other leg. A website has been developed in order to keep friends notified as well as to raise money for the repairs necessary at his home. The website is www.youcaring.com/medical-fundraiser/beaudreau-family-relief/127179. \$320 was donated by the Authority staff. A staff member also donated a ramp and several vendors have donated time, money and materials. Donations have also been received from residents.

MAINTENANCE REPORT:

Ninety-seven hours of overtime were worked, most of which were for snow removal. Julie stated that it was a good decision to hire a contractor for snow removal at NRT because it would have been

difficult for maintenance staff to keep up with the many snowstorms this year.

HOUSING REPORT:

In Public Housing, rental income is greater than what was budgeted. A few vacancies are being turned over now.

In the HCV program vouchers are being issued. There were seven lease-ups last month.

There were two vacancies at Crossroads.

RESIDENT SERVICE COORDINATOR:

A meeting was held with the cessation coordinator. Several people dropped out because of the weather. The focus is now on relapse prevention. New members are always encouraged to participate.

FAMILY SELF-SUFFICIENCY:

One person graduated from the program with over \$29,000 in escrow. She is planning to purchase a home in the future.

CORRESPONDENCE:

Annual Fire Jurisdiction Inspection; Public Housing Units: There

were a couple of written deficiencies that need to be corrected and recorded for submission to the fire

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department. One was at KOV, two were at NRT and there were none at JOH. Division Chief Perra provided new emergency instructions that the department would like the Authority to implement. This information is included in today's packet and Julie would like the board to review it because what they are requesting is a reversal from how the Authority is instructing residents now.

Julie had a meeting today with Chief Perra. They are looking for a way to identify residents who need help to get out of their buildings.

COMMITTEE REPORTS:

Building Committee; KOV sidewalks: There is still some work pending because of the weather.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Resolution 2014-01; Renewal of Medical and Dental Premiums: Julie recommended approval of renewal terms of the current Blue Cross and Delta Dental plans.

The following resolution was introduced by Chairman Padua; read in full and considered: Resolved to accept the Blue Cross and Delta Dental renewal premiums as presented for the Plan Year, 2/1/2014 – 1/31/2015. Commissioner Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Upon roll call the “Ayes” and “Nays” were as follows: Commissioner Jervis – aye, Commissioner Parenteau – aye, Commissioner DeGraide –aye, Commissioner Jalbert – aye and Chairman DiPadua – aye.

B) Resolution 2014-02; Submission of HUD SEMAP Assessment:

The following resolution was introduced by Chairman DiPadua; read in full and considered: Resolved to accept the CY 2013 submission of the SEMAP assessment for the Housing Choice Voucher program as presented. Commissioner Jalbert moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner DeGraide. Upon roll call the “Ayes” and “Nays” were as follows: Commissioner Jervis – aye, Commissioner Parenteau – aye, Commissioner DeGraide –aye, Commissioner Jalbert – aye and Chairman DiPadua – aye.

C) Invitation to Bid; Knotty Oak Village Common Areas: The following bids were received for painting the front and rear common areas of the two story buildings at Knotty Oak Village:

Freeport General Contracting \$14,848.50

Seaside Painting \$24,460.00

Packhem Painting \$ 9,977.00

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Certa Pro Painting \$ 9,875.00

Legacy General Contracting \$16,000.00

Julie recommended awarding the bid to the low bidder Certa Pro Painting. Motion was made by Commissioner DeGraide and seconded by Commissioner Jervis to award the bid to Certa Pro Painting for \$9,875. Motion carried with all in favor.

D) Housing Choice Voucher Uncollectible Receivable: Request is being made by Julie to write off the balance of 2,429.22 from a tenant who entered into a repayment agreement in 2012 and then left the program. The Authority has not been able to locate this individual, however Julie received address information from a board member after the packets went out. Commissioner Jalbert made a motion to locate this former resident, however Attorney Capaldi stated that even if the person was found they probably have no money so it would be costly and difficult to collect. Motion was rescinded by Commissioner Jalbert, who then made a motion to have Attorney Capaldi send a letter to the former tenant in order to determine if the address is correct. This motion was seconded by Commissioner Jervis. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner Jalbert told the board that they enjoyed having Erin at the last Habitat meeting. They felt that she had given them so much information and they hope that she will come to another meeting.

Commissioner Jervis informed the board that the stone for Eddie Jacques is being worked on and should be ready in a few weeks. He also said that the Town Council requested that the ceremony be held on a Saturday.

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

**Gail T. Woodward
Recording Secretary**