

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

JULY 16, 2014

ROLL CALL

The meeting was called to order by the Chairman, Robert DiPadua at 4:30 p.m. and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, David Jervis, Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

ELECTION OF OFFICERS

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to take the election of officers off the table. Motion carried with all in favor. Commissioner Jalbert nominated Robert DiPadua for Chairman which nomination was seconded by Commissioner Jervis. There was a call for any other nominations. There being no other, nomination carried with all in favor.

Commissioner Jalbert stated that she would like to make a nomination to right a wrong and nominated Commissioner Parenteau for Vice Chairperson. Attorney Capaldi explained that there is no right or wrong. If someone gets elected it is right. Commissioner Parenteau declined as she does not feel she has enough experience

and is still learning. Commissioner Parenteau nominated Commissioner Jervis as Vice Chairman. Nomination was seconded by Commissioner DiPadua. There was a call for any other nominations. There being no other, nomination carried with all in favor. Chairman DiPadua explained, for the record, that he asked Rebecca to take the position because she got knocked off by Paul Pasch at the last election.

MINUTES

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the minutes of the June 18, 2014 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the Treasurer's Report. Motion carried with all in favor.

DIRECTOR'S REPORT

Projects:

1. Knotty Oak Village

a. Calson Corporation, Building entrance walkways Work remaining - installation of temporary speed bumps and final inspection. Julie thinks getting them back will be an issue. She asked the architect to take a look and she believes maintenance will be able to this work.

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2. North Road Terrace

a. Exterior Building Entrance Doors (Front and Rear) This will be discussed under Un-finished Business.

Vacancies (as of 7/1)

a. Public Housing - one vacancy

b. Management Portfolio - two vacancies

General

1. Julie reported eight new voucher lease ups have been secured with two additional lease ups for mid month. Also, twenty six vouchers have been issued and are in the field.

2. The Authority remains one person short in the Maintenance Department (worker's comp, he may require surgery); however with the slow down in vacancies and the lawns beginning to burn, the department is back up to speed and several summer projects are getting ac-complished.

3. News in Washington...even though a two year budget deal was reached, the parties are in a stalemate on the disbursement of budgeted funds to the various federal agencies. It appears that all the cuts being made will go to HUD and the VA.

4. Included in today's packet is the July NERC Journal.

5. Julie thanked everyone who sent Kevin well wishes and said that he is doing very well.

MAINTENANCE REPORT

Julie reported that maintenance is getting a lot accomplished. The Town invited the Authority maintenance staff to free training meetings. They purchased a bucket truck from Verizon and the Authority maintenance staff attended a certification class and received training in using it.

HOUSING REPORT

Public Housing Report: Julie reports that public housing is doing excellent.

HCV Leasing Report: Julie reported that the Authority is up to 263 leased up - at 95% and that number will go over 278.

Management Portfolio Report: Julie reports that the program is doing great. There were a couple of vacancies due to death. Twenty two children showed up four weeks in a row for the Karate program going on at the Meadows.

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RESIDENT SERVICE COORDINATOR REPORT

The smoking cessation program is continuing. The Authority received an email from the RI Department of Health. They are trying to put together a video on the benefits of smoke free housing and they are looking for residents who are non smokers who are now enjoying the benefits of smoke free housing.

FAMILY SELF-SUFFICIENCY REPORT

The FSS client who is a single mother of five children in purchase and

sales agreement closed in the first week of July.

UNFINISHED BUSINESS

Awning Rear of KOV Community Hall

Julie received information on the awning. SunSetter came out to the site. The Authority does not have a place to put a permanently affixed awning. They do have a free standing awning, the base bolts into the patio and the awning comes out both ways. It comes with a wind sensor. The awning stays outside year round or it can be unbolted and brought in for winter. Two, 12X10 installed, would cost \$4,446 with a \$600 credit. Julie said that the only other option she could think of would be to drill holes in the picnic tables that are there and put umbrellas on them. Discussion was held regarding a carport.

A suggestion was made to check with Champion to see what they offer. Chairman DiPadua questioned the possibility of building something permanent and Julie said that this would be a good time to get in touch with vocational students to discuss this. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to table this in order to do more research. Motion carried with all in favor.

NRT Replacement Entry Doors

The architect spoke to the company to determine if any cost savings

were available. The only savings was changing the panic hardware for a total of \$5,000. Julie called HUD to ask if she could do a budget revision for this work. HUD had no problem but Julie has to do an environmental review. When this is approved, the Authority will do this work instead of the Community room floors. Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to table this. Motion carried with all in favor.

NEW BUSINESS - None

OPEN DISCUSSION

Commissioner Jalbert questioned Julie on the CDBG grant that was applied for and whether the Authority would be building houses. Julie said that this grant was for the Housing Associates not the Authority.

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Commissioner Jalbert reported on the conference she attended. She said that she is now on another committee that is trying to get email addresses from every Housing Authority. They would like just first initials and last names, with a Housing Authority address, unless people want to give them their personnel email addresses. Journals and other correspondence could then be distributed through email.

Julie said that she gave Bill email addresses for the board last year.

Commissioner Jalbert also said that HUD is trying to set a criteria for commissioners. Julie said that they also trying to get an accreditation program started. Commissioner Jalbert said they will be looking for community leaders, financial advisors, etc. to fill positions. She asked Julie if the Authority has a finance and a personnel committee. Julie said that they are in the bylaws but not set up at this time. One time in the past a finance committee was set up to prepare a budget.

Another thing that was discussed was establishing an ambassador's program for residents. They want the Housing Authority to take pictures of residents planting flowers in front of their residences. This was brought up because residents who are coming in now are younger and more physically able and need something to do.

They talked about having a breakfast meeting with residents so that they can meet the board. Discussion was also held regarding smoke free housing, marijuana, and mental health.

Commissioner Jalbert said that she learned that other commissioners were much more in-volved with the residents and she would like to see this happen here.

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