

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

MAY 20, 2015

1. Roll Call

The regular monthly meeting was held on May 20, 2015 in the Knotty Oak Village Community Hall. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua, and the following commissioners were present: Scott Duckworth, David Jervis (late arrival), Rosalie Jalbert and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to delay election of officers until Commissioner Jervis arrives. Commissioners DiPadua, Jalbert and Parenteau voted yes. Commissioner Duckworth abstained.

2. Approval of Minutes

Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to approve the minutes as presented. Commissioners DiPadua, Jalbert and Parenteau voted yes. Commissioner Duckworth abstained.

3. Approval of Treasurer's Report

Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to approve the Treasurer's Report as presented. Commissioners DiPadua, Jalbert and Parenteau voted yes. Commissioner Duckworth abstained.

Year to date financials through 3/31/2015 show that, in Public Housing, extraordinary snow removal costs have further affected reserves, while general operating expenses are under budget for the first quarter. A portion of the snow removal costs will be replenished by the FEMA application for assistance.

The Section 8 program is flourishing as 100% lease up of vouchers is maintained and expenses remain \$2,200 under budget.

The Management Program is maintaining high occupancy rates, earning the Authority greater management fees, with the program producing a \$7,500 profit for the first quarter.

4. Director's Report

Projects/Pending

HUD Safety/Security; await funding announcements.

NRT building - main front/rear entrance doors; project complete.

Main office sign; proofs received and approved - work is in process.

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Replacement of common areas flooring and painting for buildings 1, 4, 7 and 8 at North Road Terrace - out to bid in May and hopefully back for approval at the June meeting.

Blizzard Juno - FEMA reimbursement; Kick off meeting with FEMA is scheduled for May 15th. They will also reimburse for snow removal from the roof.

One maintenance staff person remains out on worker's comp.

Vacancies (as of 4/30)

Public Housing 1

Management Portfolio 1

General

The Authority received a score of 97 during the REAC inspection. Minor repairs are being made as a result of the inspection.

The Authority is 8 days vacancy free as of May 14. There is no record of this ever happening before.

Mitigation and repair of all ice dam damage is complete. Tenants were very cooperative and Julie has sent them thank you notes.

Screens on storm doors have been installed at all properties. KOV air conditioner installation will begin the week of 5/18.

Temporary speed bumps at KOV will be reinstalled and all speed bumps will be painted.

The contractor who connected to the NRT sewer line is to be back on site this month to re-loam and seed areas they disturbed last fall.

The auditor was on-site for the 12/31/2014 audit and there were no findings on the audit of tenant files.

Julie and maintenance met with the Director of Public Works on April 16th at the NRT property. Town trash pickup would be able to proceed at this site due to its horseshoe layout. The pickup would be at no cost to the Authority but the trash barrels would have to be purchased at an estimated cost of \$4,500. It currently costs \$6,200 annually to perform this task.

The annual update for the bulk purchase of gas and electric is

attached. The overall savings to the group was \$2,000,000.

The House Appropriations Bill has resulted in an Operating Fund at a reduced pro-rated level for the fifth consecutive year. Capital Fund is at the lowest level in more than two decades. Admin fees are being proposed at a 69% proration.

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Included in today's packet is Senate Bill 0719 which would require the electronic audio recording of Open Meetings. Also included is correspondence from legal counsel regarding this bill.

Resident meetings were held at KOV and NRT on April 29th and 30th to discuss the Smoke-Free Housing policy.

On May 6th, Coventry hosted a meeting of all Directors from the State of Rhode Island to discuss a state-wide centralized wait list for the Housing Choice Voucher program.

On May 15th, the Authority celebrated Older Americans month with residents invited to cake and coffee with the staff in the Community Hall at KOV.

Julie distributed the Annual Report to the board.

Julie informed the board that the Valley Country Club is available for the Annual Dinner on Wednesday, June 3rd. She will email everyone.

A. Maintenance Report

The maintenance staff was busy in April getting ready for REAC inspections.

B. Public Housing Report

100 % leased up. Julie reported that the Authority received 40% more subsidy in April.

C. HCV Leasing Report

100% leased up. Currently getting about 75% on admin fees.

D. Management Portfolio Report

100% leased up

E. Resident Service Coordinator Report

Deirdre thanked Julie and the board for sending her to the RSC Conference

F. Family Self Sufficiency Report

The annual CPR certification class was held for the FSS participants who are in the medical field.

Citizens Bank presented the second in a series “10 ways to get out of debt.”

The second PCC meeting of 2015 was held. Welcomed was Kathy Morgan who is now the manager at Centreville Bank.

The Authority participated in a program called First Books, who provides books to housing authorities at only a cost for shipping.

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The Authority is awaiting confirmation to determine if their sites meet the income guidelines for the summer food program.

5. Election of Officers

Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau that Robert DiPadua remain as Chairman. There being no other nominations, motion carried with all in favor.

Motion was made by Commissioner Parenteau and seconded by Chairman DiPadua for David Jervis to remain as Vice Chairperson. There being no other nominations, motion carried with all in favor.

6. Correspondence

5-Year Capital Action Plan Approval

Section 8 Management Assessment Program; FYE 12/31/2014. The Authority was designated as a High Performer. It was also designated as a High Performer in the Public Housing Assessment FYE 2014. Chairman DiPadua complimented Julie and the board for the status of High Performer. Attorney Capaldi stated that he has served with many Directors and Julie is, if not the best, then one of the best he has worked with.

7. New Business

A. Rhode Island Commissioner for Human Rights #H15HMD690-14/14

B. Julie reported that a housing discrimination complaint has been made against the Housing Authority. This is being handled by legal counsel.

8. Open Discussion

Chairman DiPadua asked for a motion to send former Commissioner DeGraide a letter to thank him for his five years of service. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to approve this request. Motion carried with all in favor.

Chairman DiPadua requested that new board member Scott

Duckworth, introduced himself to the board. Scott spoke to the board about his personnel and professional background and said he was glad to be on the board. Chairman DiPadua welcomed Commissioner Duckworth to the board.

9. Adjournment

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to adjourn at 5:30 p.m.

Gail T. Woodward

Recording Secretary

6/7/2015