

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

OCTOBER 21, 2015

Roll Call

The regular meeting was called to order at 4:30 by the Vice Chairman, R. David Jervis and the following were present: Scott Duckworth, Rosalie Jalbert, and Rebecca Parenteau. Julie Leddy, Executive Director, was also present. Robert DiPadua, Chairman and Arthur Capaldi, Legal Counsel were absent due to medical reasons. The meeting was held in the community room at North Road Terrace.

The meeting began with a tour of Building One, to see the newly renovated common areas. Renovations included a laundry room, new floors and repainting of all walls.

Approval of Minutes

Motion was made by Commissioner Jalbert and seconded by Commissioner Duckworth to approve the minutes of the September 16, 2015 meeting. Motion carried with all in favor.

Approval of Treasurer's Report

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

Year to Date Financials through 8/31/2015 show the following:

In Public Housing, reserves increased to 46.3%, with receipts 14% greater than budget. HUD has informed housing authorities that Operating Subsidy for the calendar year will be 85% of eligibility, which represents an 11% increase over budget. Expenses remain 3% over budget.

For the Section 8 Program, vouchers remain at 98% lease up with eleven vouchers in the field. Notification was received from HUD that the admin fee proration is being increased from 79% to 81% for CY2015.

In the Management Program, revenue and expenses are on target for the first eight months of the year due to the high occupancy rates for this time period.

Director's Report

1. A field trip was held to Building One at NRT to view the renovations.

2. The main office entrance sign is complete and permanent landscaping surrounds the area. Several compliments were received and Commissioner Jalbert stated that she was also happy to see the landscaping.

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3. The maintenance employee that was out on Workers Comp has returned to work full-time with a lifting restriction of up the 25 pounds.

4. The crack-filling and sealcoating of the John O. Haynes walkways and parking has been completed. All property road areas are now ready for the winter season. All storm windows have been put in and all air conditioning units have been removed at KOV. Temporary speed bumps will be removed for the winter.

5. The first HUD REAC inspection at Golden Ridge went off without a hitch and a score of 99.01% was received.

6. The Director attended two Town of Coventry Emergency Management meetings with the new EMA Director, Police Chief MacDonald. There are three units on a generator for residents using oxygen. Thirteen residents are on oxygen. This information is sent

by the Director to the Anthony Fire Station and the Department of Health.

7. RISE visited the NRT property to review the site for energy conservation measures. Their report has not been received yet.

8. The Director and two staff people attended the required annual Tax Credit training with Rhode Island for compliance certification.

9. The PHA consortium (19 RI housing authorities) negotiated an extension of the electric bulk purchase agreement, reducing the current rate of .08 per kWh to .0714 beginning April 2016 - June, 2017.

10. Food on the Move was back on site at KOV and Coventry Meadows on October 19th. Advance notification was posted and the program has been very successful.

11. A settlement was reached on the Pension Lawsuit; however there is an appeal pending before the RI Supreme Court which will take approximately one year to resolve.

12. The Director is looking to schedule a work session on the budget in November.

Projects/Pending

- 1. NRT Buildings 1, 4, 7, 8 - The second floor in all buildings is complete. Moisture tests have been done on all four buildings and the first floor is complete in two buildings.**
- 2. Blizzard Juno - Three separate claims were submitted. Claim 1 and 2 have been reimbursed (\$13,025 and \$5,709) which represents 75% of Housing Authority costs.**
- 3. Bed bug treatments continue; KOV is complete with no additional infestations and Coventry Meadows has one more cycle of treatment.**

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- 4. The State-wide Centralized Wait List for the HCV program is at a standstill. Application to the State of RI for grant funds has been submitted and the program is awaiting funding announcements.**
- 5. The Director is about 85% complete with the RFQ for Consulting Services for Access Card Management and Security Cameras.**

Vacancies as of 9/30

- a. Public Housing 1; 5 pending**
- b. Management Portfolio 6; 4 pending**

Maintenance Report

Ron reported that Ray Plante fixed the drain in the road at NRT and relocated the drain from the middle of the sidewalk to the grass to avoid a tripping hazard.

Public Housing Report

99% leased up with rental income higher than budget

HCV Leasing Report

98% leased up through September

Management Portfolio Report

There are some vacancies but overall at 97% for the year

Resident Service Coordinator Report

Deirdre attended an information session sponsored by IREM on the topic “What to do when a tenant dies.” Deirdre reported that the session was very interesting.

Family Self-Sufficiency Report

Citizens Bank made another presentation on credit and how to repair it, increase score and how to obtain credit if you don't have any.

Food on the Move, a mobile grocery store providing fresh vegetables and fruit came back to the Authority in October. The program was

very successful.

Unfinished Business - None

New Business - None

Adjournment

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

Gail T. Woodward

Recording Secretary