

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

DECEMBER 16, 2015

1. ROLL CALL

The Coventry Housing Authority met in regular monthly session on Wednesday, December 16, 2015 in the Community Room at Knotty Oak Village. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Rosalie Jalbert, R. David Jervis Scott Duckworth and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. APPROVAL OF MINUTES

Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to approve the minutes of November 18, 2015 as presented. Motion carried with all in favor.

3. APPROVAL OF TREASURER'S REPORT

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

Year to Date Financials through 10/31/2015

Public Housing - reserves continue to climb steadily, receipts are 14% ahead and total routine expenses were brought in line through the first ten months.

Section 8 vouchers remain at 98% lease up with eleven vouchers in the field, receipts are greater than anticipated due to the increase in pro-rations and expenses are under budget year to date producing a net income for the program.

Management Program fees earned were slightly under due to the number of vacancies, however expenses remain under budget and the program continues to produce an unrestricted net income.

4. DIRECTOR'S REPORT

Blizzard Juno FEMA reimbursement is complete; final claim of \$2,250 was received on December 2nd.

“Food on the Move” was back at the Authority on Thursday, December 3rd, with a combined total sales of \$803.

Twelve Thanksgiving baskets were delivered to families served by the Authority. Eight were donated by Gencorp and four were donated by

residents of KOV, JOH and NRT and the staff. This was a thirty percent increase over last year.

COVENTRY HOUSING AUTHORITY

12/16/2015

PAGE 2

Tis the Season Donations have surpassed \$3,500. Additionally, the staff adopted their own family in lieu of exchanging gifts with one another.

The two Family Trees are up and decorated at the Coventry Community Center. Photos were taken to allow the residents to see the trees.

Two temp agency employees are currently being used to assist in completing the unit turnovers. Applicants have been assigned to the vacant units and the units should be ready for move-in around 12/31.

The out-sourced HQS inspection agency has notified the Authority that they will no longer be providing this service. Arrangements have been made for January inspections and the work will be going out to bid in December.

Senator Reed announced the FSS awards for the next fiscal year; Coventry was once gain successful in this grant application in the

amount of \$51,571.

RISE has been on site at NRT installing new, hand-held showers in all units, as well as LED replacement lights for all of their personnel lamp fixtures. They will be back to replace common area lighting. They have also been at Crossroads and the Meadows.

The donation of \$250 has been made to the RI Community Food Bank in lieu of sending Christmas cards. Tenants were notified through the newsletter and a letter is attached.

Knotty Oak Village, John O. Haynes and North Road Terrace are at last on the Town recycling pick up. New recycling containers were purchased and placed in the 18 trash areas. The annual savings from recycling will be \$6,000 plus wear and tear on the vehicles. Trash pickup will be worked on next.

Director Leddy will be off the last week of the year (12/28 - 12/31). She wished the board a Merry Christmas.

Projects/Pending

NRT Buildings 1, 4, 7, 8

Washing/waxing of new floors began 12/3 and the project is now complete.

Vacancies as of 11/30

Public Housing 6

Management Portfolio 9

A. Maintenance Report

Gutters and roofs have been cleared of leaves and snow equipment is ready for winter. Overtime is being used to get units ready for rental.

B. Public Housing Report - 98% leased with rental income ahead of what was budgeted

COVENTRY HOUSING AUTHORITY 12/16/2015

PAGE 3

C. HCV Leasing Report - Down for October. Fifteen vouchers out looking but people are having a hard time finding a place

D. Management Portfolio Report - 96% with vacancies now but plan to be at 100% by year end

E. Resident Services Coordinator Report

Residents continue to be involved with the students from the cosmetology program.

A foot care program was held on November 10th. This program draws from four sites and residents appreciate not having to travel

too far.

F. Family Self-Sufficiency

Two FSS clients have been pre-approved for mortgages and are also eligible for the Housing Choice Voucher Homeownership Program.

5. CORRESPONDENCE - Letter from RI Community Food Bank

6. UNFINISHED BUSINESS

A. Resolution 2015-05:

Dan Robillard, of Milne, Shaw & Robillard reported that when the proposed budget was presented to the board last month, it had a projected deficit of \$30,000. He and the Director have worked on it and the loss was eliminated. To accomplish this, the raises were reduced to 1% and he is recommending holding off on giving the raises for the first quarter until healthcare costs are known. He budgeted at 85% because that is what it has been for the last few years. If the Housing Authority receives more or expenses are less, maybe 2% raises can be given. The budget is breaking even now with 1% raises for everyone except the bookkeeper. She has been underpaid for quite awhile and is receiving an increase of \$5,600. There is very little budgeted for extraordinary maintenance, therefore if something unexpected happens, it will have to come out of

reserves.

Commissioner Duckworth asked if RISE gave the Authority a projection of savings for reduction in usage for electricity and water for the cost saving LED lights and shower heads they are installing. The Director said she had provided them with the historical data and they will provide this projection.

Resolution 2015-05 was introduced by Chairman DiPadua; read in full and considered: Resolved to accept the 2016 calendar year budget of the Coventry Housing Authority as presented. Commissioner Duckworth moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jervis. Commissioners DiPadua, Duckworth, Jalbert, Jervis and Parenteau voted yes.

7. NEW BUSINESS

A. Resolution 2015-06; Procurement Policy

COVENTRY HOUSING AUTHORITY 12/16/2015

PAGE 4

The Director explained that the Procurement Policy needs to be updated to incorporate the new HUD provisions. Attorney Capaldi said that after reviewing the old Procurement Policy, he is recommending changes to conform with 2CFR 200.317-200.326.

Resolution 2015-06 was introduced by Chairman DiPadua; read in

full and considered: Resolved to accept the amendments to the Coventry Housing Authority Procurement Policy as presented. Commissioner Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Duckworth. Commissioners DiPadua, Duckworth, Jalbert, Jervis and Parenteau voted yes.

B. Resolution 2015-07; FSS Coordinator Grant

Resolution 2015-07 was introduced by Chairman DiPadua; read in full and considered: Resolved, to accept the FY 2015 Family Self-Sufficiency Program Grant in the amount of \$51,571. Commissioner Parenteau moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Duckworth. Commissioners DiPadua, Duckworth, Jalbert, Jervis and Parenteau voted yes.

C. NERC Mid-Winter Conference, Newport, RI

The 2016 Conference is scheduled for January 31st - February 3rd in Newport. The Director is recommending that three full registrations be approved; one for her as a member of the NERC Executive Board, one for Commissioner Jalbert as a member of the Commissioners Committee and one staff person for a total cost of \$1,020. She also requested overnight stays for the three attendees for a total cost of \$720 and approval of the 1/3 page ad of \$75 of the

Coventry Housing Authority Sponsorship. Funds have been allocated in the 2016 budget.

Motion was made by Commissioner Duckworth and seconded by Commissioner Parenteau to approve \$1,020 for registration and \$720 for overnight stays for three people as well as \$75 for the 1/3 page ad. Motion carried with all in favor.

8. ADJOURNMENT

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

Gail T. Woodward

Recording Secretary