



**THE HOUSING AUTHORITY OF THE
TOWN OF COVENTRY**
MINUTES OF THE MONTHLY MEETING OF OCTOBER 11, 2016

The meeting was called to order at 7:00 pm. Members present were: Albert Bradley, Jeff Arn, Marilyn Barrette, Lorraine Lynch and Susan Noyes. Also present was Laurie Pinkston, Executive Director.

Absent: None

Audience of Citizens: None

APPROVAL OF MINUTES:

Motion was made by Jeff Arn and seconded by Marilyn Barrette to accept the September 13, 2016 meeting minutes as presented; voted unanimously in the affirmative.

CORRESPONDENCE:

DPH	Request for water monitoring reports previously submitted
DOH	Scheduling MOR for Friday, October 28th
Access Agency	Self-employment worksheet
CHFA/DOH	New budget reporting workbook
DOH	MOR paperwork
DPH	Reminder of emergency storm preparedness
ConnNAHRO	Membership luncheon
RBD	Offering fast forms library on CD for \$650
CHFA	Discussion to be held on QAP for LIHTC
WTNH	Follow up and amended FOI request
WTNH	Thank you for FOI response
CHFA	Orrie Varder will join DOH for MOR
DOH	Champ 10 notice of funding availability
ConnNAHRO	CT Housing Manager Certificate Series
CHFA	New online method for submitting TPS and wait list info
Town Clerk	Flyer to post for absentee ballots
Access Agency	CEAP documents & Energy Assistance documents
Eversource	Offering to do an energy audit
Windsor Housing Auth.	Looking for master key policy
Willis of NY	Auto insurance renewal info
M & S	Quote for crack sealing on walkways

TREASURER'S REPORT- Motion to accept the September treasurer's report as presented made by Jeff Arn and seconded by Lorraine Lynch: voted unanimously in the affirmative.

ITEM #1 – REVIEW AND POSSIBLE REVISION OF BIRDFEEDING POLICY-

After a lengthy discussion it was determined that the cost of the heat pump repair and replacement because of damage caused by rodents, was becoming cost prohibitive. Therefore a motion was made by Lorraine Lynch to put into place a policy to eliminate all forms of bird and wildlife feeding both in feeders and on the ground. This includes seed, suet cakes, thistle seed and any kind of food for birds or wildlife both in feeders and on the ground. The only exception to this would be hummingbird feeders; seconded by Marilyn Barrette and voted unanimously in the affirmative.

ITEM #II – REVIEW OF EXPENDITURES – Motion made by Jeff Arn and seconded by Sue Noyes to approve the expenditures as presented; voted unanimously in the affirmative.

ITEM #III -DIRECTOR'S REPORT INCLUDING ORCHARD HILL ESTATES I & II UPDATE – Laurie added that a tenant falsely reported to the Senior Center that there had been several break-ins at Orchard Hill over the weekend, which set off a series of panicked notification of the residents that were present at the Senior Center. Laurie sent around a written notification to all tenants that there were no break-ins and a follow up letter to the Senior Center to please contact Laurie first to verify any information before alerting the residents. There was also a letter issued to both Fire Departments with proper contact information. There was a call made by the South Coventry Fire Department to the Human Services Dept in the Town Hall to put services into place for a resident that had been recently transported by ambulance. Unfortunately, this duplicated the call that we had already placed on behalf of the tenant. Proper channels would be to notify the Executive Director, Laurie Pinkston, or the Resident Service Coordinator, Colleen Harvey; not the Town Hall.

ITEM #IV - REVIEW INFORMATION PACKET FOR THE ANNUAL NOTICE OF LEGAL REQUIREMENTS FOR MEETINGS AND COMMITTEE

MEMBERS – The legal requirements were discussed and we are in compliance.

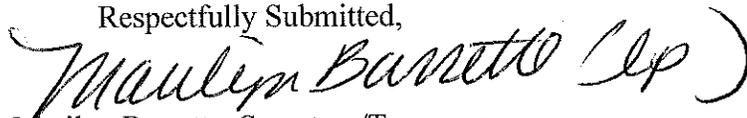
ITEM V – REVIEW AND APPROVAL OF 2017 MEETING DATES – Motion made by Marilyn Barrette to accept the 2017 meeting dates as presented; seconded by Lorraine Lynch and voted unanimously in the affirmative.

NEW BUSINESS – None

OLD BUSINESS: None

Motion made to adjourn the meeting made by Susan Noyes; seconded by Lorraine Lynch and voted unanimously in the affirmative. The meeting was adjourned at 7:55 pm.

Respectfully Submitted,


Marilyn Barrette, Secretary/Treasurer