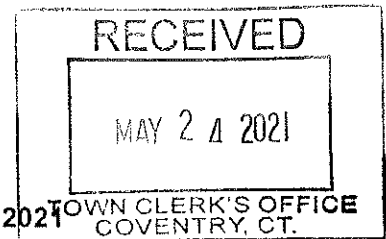


THE HOUSING AUTHORITY OF THE
TOWN OF COVENTRY
MINUTES OF THE MONTHLY MEETING OF MAY 11, 2021
FRONT COMMUNITY BUILDING



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

Absent: Susan Noyes

Audience of Citizens: None

APPROVAL OF MINUTES: Motion was made by Jeff Arn; seconded by Lorraine Lynch to accept the April 13, 2021 meeting minutes as presented; voted unanimously in the affirmative.

CORRESPONDENCE:

Unite CT	Confirmation of tenant case for rent relief
Community Consultants	Response to inquiry on touchless equipment upgrades
Kinsley	Confirmation of generator testing scheduled
Chuck Brody	Microgird updates
Natalie Nealy (HUD)	Phone call to confirm AFHMP 5 year update no longer needed
Integrated Tech Syst	Contract for alarm monitoring
DOH	Small cities workshop invitation
Rob Miller (EHHD)	Scheduling mobile vaccine clinic
CHFA	NOFA for CT Housing Tax Credit Contribution Program
Garvey, Steele, Bancroft	Scheduling audit for May
Kinsley	Quote for generator repair
CHFA	Notice of food distribution sites
HUD	COVID funding availability
Assured Partners	Workers comp renewal
HAI Group	Property Insurance renewal
Aqua Pump	Quote for lower water tank cleaning
Navigate	Acceptance of COVID supplemental payment request and approval
HAI Group	Follow-up on Federal Pacific and Square D panels
CT Capitol Group	Fair Housing Certificates for all employees
John Elsesser	Contract and award letter received for the CDBG grant

TREASURER'S REPORT- Motion to approve the April treasurer's report made by Jeffrey Arn; seconded by Lorraine Lynch and voted unanimously in the affirmative.

ITEM # I- REVIEW AND APPROVAL OF EXPENDITURES- Motion made by Marilyn Barrette and seconded by Lorraine Lynch to approve the February expenditures as presented; voted unanimously in the affirmative.

ITEM # II - REVIEW AND APPROVAL OF MANAGEMENT PLANS FOR BOTH ORCHARD HILL ESTATES I & II INCLUDING SALARY DISCUSSION & APPROVAL

– There was a discussion to include the Button Hill property in the budgets as income and to be able to determine the accurate income and salaries. Laurie Bradley said she would put it in as income. Jeffrey Arn also asked about the minimum rents in the E-157 property and whether there was a plan to stratify base rents. Laurie Bradley said that there had not been a request to increase the base rents, nor to stratify them, as the apartments were getting harder to fill with a scant few applications having been received in this latest round of advertising. Modifications are being made to each apartment with turnover to upgrade counters, stoves and floors. Jeffrey Arn suggested using more social media and internet avenues such as Craig's list to advertise. Laurie Bradley agreed to do so. Motion to approve the Management Plans made by Jeffrey Arn and seconded by Lorraine Lynch; voted unanimously in the affirmative. Motion to give a 4.3% salary increase to the Executive Director made by Marilyn Barrette and seconded by Lorraine Lynch; voted unanimously in the affirmative with the Chairman abstaining.

ITEM # III – UPCOMING CDBG GRANT DISCUSSIONS AND AUTHORIZATIONS –

Motion made by Jeffrey Arn and seconded by Marilyn Barrette to authorize the Executive Director to sign the CDBG grant documentation as applicable; voted unanimously in the affirmative.

ITEM # IV – MICROGRID UPDATES – Laurie Bradley gave the update that the Microgrid project has gained momentum and that there are going to be upcoming interviews with potential investors for the project and also an upcoming meeting to answer any questions that the Commissioners may have. She also included the letter from CT DEEP approving the design change and also acknowledges the responsibility to ensure that the residents of Orchard Hill Estates do not lose any benefits they currently have or may have in the future.

ITEM #V– DIRECTOR'S REPORT INCLUDING ORCHARD HILL ESTATES I & II

UPDATE – Laurie Bradley said that they are looking into what to use to convert the tub to shower, whether it will be 4 x 4 tiles or a solid 3 piece insert.

NEW BUSINESS: None

OLD BUSINESS: None

Motion made by Lorraine Lynch to adjourn the meeting, seconded by Jeffrey Arn and voted unanimously in the affirmative. The meeting was adjourned at 8:21 pm.

Respectfully Submitted,

 (6)

Marilyn Barrette, Secretary/Treasurer