

**Montpelier Housing Authority**  
**Regular Meeting**  
**May 19, 2020**

The meeting was called to order at 6:05 p.m. by Chairman Larson, with Commissioner Hannon, Schultheis, Stevens-Favorite present by telephone. Commissioner Zern was absent.

**Agenda Item II - Approval of Agenda**

The agenda was approved with no changes.

**Agenda Item III – Approval of Minutes**

Commissioner Schultheis moved that the minutes of the March 17, 2020 meeting be approved as written. Commissioner Stevens -Favorite seconded the motion and it passed unanimously.

**Agenda Item IV – Review of Vouchers Bank Statements, and Financial Reports**

Mrs. Troiano reviewed the financial reports. We have still not resolved the issues of change in Approving Official to Chairman Larson, therefore we have not been able to requisition public housing operating subsidy. We do have sufficient funds to carry us through.

The Section 8 program has a net income of \$17,176.00. We have 115 units under lease with an additional three vouchers issued.

Management fees are on track and Gould has a small net income after the major expenses of winter into account.

**Agenda Item V – Executive Director’s Report**

There were no additions to the written report.

**Agenda Item VI Discussion and action 2019 Audit**

Mrs. Troiano presented the 2019 audit. She noted that there were no findings. The audit has been sent to the Mayor and HUD as required

Commissioner Stevens-Favorite moved that the audit be accepted as written. Commissioner Schultheis seconded the motion and it passed unanimously.

**Agenda Item VII – 5 Year Plan for Non Routine Maintenance**

The Five Year Non- Routine Plan was discussed and questions answered. Mrs. Troiano noted that July 2020- June 2021 would become part of FY2021 budget.

The current year projects have been updated from what was adopted last year to include unanticipated non-routine expenditures.

After a short discussion Commissioner Stevens-Favorite moved that the Five Year Plan for Non-Routine Maintenance be adopted as presented. Commissioner Hannon seconded and the motion was passed unanimously.

**Agenda Item VIII –Discussions and Actions FY21 Budget**

**A) Salaries & Benefits**

Mrs. Troiano passed out a spread sheet with salary history for each employee. She noted that we usually start with the cost of living increase granted by the city but given the current shutdown which resulted in furloughs for more than 30 city employees, she felt we should set raises this year based solely on our situation. Mrs. Troiano noted that the Housing Authority had remained open with all employees coming to work every day. Everyone has gone above and beyond even more than they usually do. She made recommendations for all four employees.

Mrs. Troiano was asked to leave the room. When she returned Commissioner Stevens-Favorite moved that all fulltime employees receive a \$2000.00 raise, Meals Program Coordinator a \$1000.00 raise and part-time employee receive a \$600.00 raise.

All eligible employees would also receive a 3% contribution to SEP. Commissioner Hannon seconded the motion and it passed unanimously.

**B) Non – Routine Maintenance**

As noted above July 2020 to June 2021 work items would become part of the FY21 Operating Budget

There being no further business the meeting was adjourned at 6:55pm

Respectfully submitted,

Jo Ann Troiano, Secretary