CHICOPEE HOUSING AUTHORITY

Agenda for the

REGULAR MEETING OF THE AUTHORITY

To be held at
7 Valley View Court

February 11, 2009

1. **Roll Call, Members of the Authority:**

   Call to order at: By:

   Present:

   Chester Szetela
   Brian Hickey
   Charles Swider
   Bruce Socha

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director Pat Murry, Finance Director Denis Vermette, Robert Kachinski, and Carmen Estrada, Recording Secretary.

2. **Tenant Organization Input.**

3. **Reading of the Minutes of the Meeting**

4. **Reading of the Correspondence.**

5. **Payment of the Bills**

   A tabulation of those bills to be paid is contained in the Member's folders.

6. **Committee Reports.**

7. **OLD BUSINESS:**

8. NEW BUSINESS:

A. The Housing Authority is in receipt of Change Order # 25 from the firm of J.D.L., Inc. for an increase in the contract amount by $524.12 for termite damage repair and related inspection work at 22-32 Plante Circle, Cabot Manor Apartments (AMP8-1). This action is allowed under the contract requirements.

Resolution required for approval

B. The Housing Authority is in receipt of Change Order # 26 from the firm of J.D.L., Inc. for an increase in the contract amount by $33,024.55 for termite damage repair work & reinstall/replace insulation at 22-32 Plante Circle, Cabot Manor Apartments (AMP8-1). This action is allowed under the contract requirements.

Resolution required for approval

C. The Housing Authority is in receipt of an invoice for payment from J.D.L., Inc for termite damage repair on Plante Circle and Stonina Drive at Cabot Manor Apartments (AMP8-1) in the amount of $32,709.67. This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

D. The Housing Authority is in receipt of an invoice for payment from J.D.L., Inc for exterior door removal & replacement on Stonina Drive at Cabot Manor Apartments (AMP8-1) in the amount of $37,525.00. This invoice is in accordance with the terms of the contract requirements

Motion to Pay

E. The Housing Authority is in receipt of an invoice for payment from the firm of Alpha Contracting Assocs. for door replacement work at Cabot Manor Apartments (AMP8-1) in the amount of $149,279.53. This invoice is in accordance with the terms of the contract.

Motion to Pay

F. The Housing Authority is in receipt of an invoice for payment from Valley Opportunity Council for the After School Program at Cabot Manor Apartments (AMP-8-1) in the amount of $7979.39 for allowable expenses for January 2009.

Motion to Pay

G. An invoice in the amount of $7,557.19 has been received from the firm of Hassett & Donnelly P.C. for their services to the DHCD retained risk program. This invoice is in accordance with the terms of their contract.

Motion to Pay

H. The Commonwealth of Massachusetts Auditor has issued the final Audit Report of the Chicopee Housing Authority for the period from July 1, 2005 to September 30, 2007. The Executive Director will update the Board on the progress of correcting the outstanding findings to date.

I. Norma Hernandez of the clerical staff has tendered her resignation effective February 28, 2009. Ms. Hernandez has been employed at the Housing Authority for 17 years.

Resolution for Approval

J. The Housing Authority has developed an Emergency Case Plan which is a DHCD requirement for emergency applications. The plan establishes fair and uniform standards which must be applied to all similar applicants for Emergency case status.

Resolution for Approval

K. (FYI) Mayor Bissonnette requested the names of possible federal tenants who could serve on the Board. The name of Ms. Tameika Martinez was submitted as a possible candidate for the vacant Board position.

L. (FYI) At the request of Mayor Bissonnette, the Housing Authority prepared a status report regarding the corrective action completed to date in the State Audit Findings.

M. The Assistant Executive Director has requested the opportunity to address the Board regarding a salary matter.

The next Regular Board Meeting of the Chicopee Housing Authority will be held on March 11, 2009.