

A regular meeting of the Webster Housing Authority was held on Monday July 29, 2019 at 10 Golden Heights, Webster. The meeting was called to order at 530 pm.

- I. Roll Call: members present were Douglas Babcock, David DuPont and Peter Luchina. Members absent were Roland Napierata and James Avery who both notified Paula they would be absent due to medical reasons. Also present were Paula Mayville, Executive Director, Frank Stefanik, Marie Hardy, Laurie Herra, Rhea Parker, Elizabeth Shier, Tracie Pollier and William Herra. Chair announced that audience member Mr. Herra would be video-taping the meeting
- II. Minutes from July 1, 2019: Douglas Babcock made a motion to approve the minutes as presented. Motion seconded by Peter Luchina, all members in favor.
- III. Executive Director's report
 1. Modernization Update: Paula reported that all windows in Bldgs 1 and 2 are replaced and sealed. Pella scheduled to deliver after-market handles Wednesday for WHA to evaluate easier opening/closing of new window units. Prices to expand parking at GH2 appears later in the agenda. First floor kitchen cabinets/counter replacement scheduled at 186 North Main for last week of August. Roof replacement approved for 186 North Main using DHCD's emergency reserves.
 2. Town now requiring all departments to post our draft minutes on its site within ten days of our meeting. Although the housing authority is not a town department, Atty Ahlers reviewed the request and found it acceptable as a "standing request" under the open meeting law/AG's office.
 3. Paula reported that the Authority's AUP (Agreed Upon Procedures) Audit was scheduled for Friday August
- IV. Report of Tenant Organization: Teresa Raymond was not present but provided a written report for Commissioners only.
- V. New Business
 - 1 State wage match acknowledgments: Paula reviewed annual wage-match process and provided. Copies of 2016 policy provided in packets, along with ED/Board approval form, acknowledging the contents of PHN 2019-16. Paula reported that she will be the only employee requesting and receiving wage information provided through the wage match. David DuPont made a motion to approve and sign the ED/Board approval form, seconded by Peter Luchina, all members were in favor.
 2. State five-year CIP: Paula provided the proposed state capital improvement plan in packets. On July 25, the Authority's RCAT representative reviewed the proposed plan at resident meetings for both Golden Heights I and Second Island. No Second Island residents attended. Ten residents attended from Golden Heights II and expressed dissatisfaction with the limited amount of funding allocated to cover extensive capital needs including windows & intercoms being pursued through the ModPhase grant. Additionally, the option of maintenance replacing rear exterior doors \$33k and repairing gutters \$11k (via lift rental) was discussed in order to remove those items from the plan and replace one additional building's windows. Though approximately 96% of this round's funding was allocated to GH1, there was much discussion about shortfalls in annual allocations expected to cover all state housing (GH1, 2nd Island and both group homes). Douglas Babcock made a motion to submit the plan as presented, preserving the opportunity to reallocating this \$44k from doors and gutters. Motion seconded by Peter Luchina, all members in favor.

3. Bids to expand parking at Golden Heights II were received through bid docs online July 24th and provided in packets. To add eight additional parking spaces adjacent to the existing lot across from Bldg 18 prices bids ranged from \$32,800 to \$67,000. Low bidder Century Paving (Fall River) was unknown to WHA and engineer, however 2nd bidder Ponch Excavation has worked at WHA in the past. Architect will check references and notify WHA of his findings. The Board discussed the pros/cons of moving forward with this project given the cost to add only eight spaces. (the calculation of \$4800/spot at meeting was based on only seven spots vs 8). For comparison purposes, Paula noted that the last round of renovations to eight bathrooms came in at \$56,900. Board discussed the possibility of town tightening regulations in the future, which may increase the future cost if we don't move forward at this time. Douglas Babcock made a motion to table any award on this project until the next meeting so reference can be reviewed and two missing board members could be consulted. Seconded by Peter Luchina, all members in favor.

- VI. Unfinished Business: Additional information was obtained on the opportunity to obtain mini-split heat pumps from RISE/National Grid. Paula provided information from Winchendon housing authority on maintenance training available to complete the unit cleaning. Winchendon has a larger staff and considered the labor costs a “wash” with energy savings; noting the technology benefits are appreciated by tenants and the HA benefits by eliminating window AC units. No neighboring authorities have priced the option of contracting out the annual cleaning duties. Paula contacted RISE to determine if they would cover the cost of any hazardous materials encountered during removal of electric panels. Just this afternoon, RISE confirmed that they would cover the abatement cost, but suggested the WHA (through DHCD) fund testing prior to project-start. Given the benefit of RISE covering the cost of replacement panels and any abatement, Peter Luchina made a motion to approve the contract with RISE Engineering with the caveat that DHCD will cover testing. Motion seconded by David DuPont, and all members were in favor.
- VII. Other business unknown at time of posting: Paula provided photos of a car at Golden Heights I blocking in bushes that maintenance intended to remove, resulting in police being called to the property. Audience member Frank Stefanik announced to the board that the car belonged to him and apologized for his actions. Douglas Babcock noted that members were unaware of who was involved prior to this admission, however residents should not be concerned with work being done outside their apartment, or on the grounds and suggested legal counsel be engaged if another incident occurs. Audience member Marie Hardy asked why mosquito spraying was cancelled though it did rain on the scheduled evening and if would be rescheduled. Paula noted that their cancellation email simply stated it would not be done due to “cancellation or spray proximity”. William Herra asked to discuss about being physically threatened at the July 25 GHTO meeting. When Chairman referred tenant to Executive Director, tenant noted that he'd provided a letter to Paula just this morning. Paula previously requested that tenant stay after the meeting to elaborate on the contents of their letter.
- VIII. Bills/Listing: checks signed and bills reviewed at beginning of meeting
- IX. Adjourn, schedule next meeting: Next meeting scheduled for August 26 (Monday before Labor Day). Chairman noted that he hoped both absent members would be able to attend. Douglas Babcock made a motion to adjourn at 624 pm, seconded by Peter Luchina, all members in favor.

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Paula Mayville, Executive Director