

The Webster Housing Authority held its regular monthly meeting on Monday January 24, 2022 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:32 pm and Chair announced the meeting was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present David DuPont, William Herra, James Avery and Peter Luchina. Also present: Paula Mayville, Executive Director. Virtual attendees: Rhea Parker, GHTO president, Laurie Herra, Frank Stefanik and fee accountant Christine Landry.
- II. *Minutes* James Avery made a motion to accept the minutes from Nov 22, 2021 correcting health agent's surname from Parker to Griffin. Motion seconded by Peter Luchina. All members in favor.
- III. Executive Director's Report: Since Christine Landry from Fenton, Ewald and Associates was attending to present budgets, Board agreed to take that agenda item first, out of order
  1. Modernization Update: Phase 5 Bathroom Renovations continues at GH2 with FRG Contractors. Given numerous performance difficulties, we've restricted work to only one apartment at a time. Ron Keogh is monitoring the job for WHA, which has accumulated into a part time position. Crew moving into Bldg 16 for the last two units in this contract. and h and recommendations. Phase 2 of Golden Heights windows continues, contract award appears further down on tonight's agenda. Paula reviewed DHCD's resiliency initiative in preparation for upcoming required assessment (and in relation to the Second Island heating conversion). Paula will review "at risk" components/projects for next meeting.
  2. Benefit Changes from DHCD review: Last month, as part of Paula's employment contract review, DHCD took exception to the Personnel Policy allowing two unrecognized holidays and also the disbursement of all time off each January 1. It was unclear at that time, whether DHCD would require a change to personnel policy for all employees. Paula reported no further direction from DHCD and employees were past due to receive their annual tabulation of paid time off. James Avery made a motion to keep personnel policy, and provide documents to employees, seconded by Peter Luchina. All members in favor.

3. DHCD published Omicron guidance on January 18<sup>th</sup>. The document reiterates previous covid guidance/best practices and reminds LHAs we have authority to make various operational changes in response to this unprecedented surge. Of note, DPH advises employers against requiring a negative test for infected employees to return to work.
- IV. Report of Tenant Organization: Rhea Parker extended New Year wishes to members. As reported on 12/20 GHTO opted to cancel meetings in Jan and Feb due to possible bad weather but chair yoga and coffee/donuts would continue. Also requested that building 19 be open for tenants and board voted to table that until March due to rise in covid. Next day Second VP of GHTO advised President yoga and coffee would be cancelled due to covid; President advised WHA that farmers market should be held outside because it brings outsiders, if continued, however it was held inside. President requests another MOU negotiating meeting scheduled with subcommittee. Executive Director noted farmers market was held inside given the record cold the previous day; Presidents opinion it should have been cancelled due to cold like several schools cancelled; and again that its wrong to hold the farmers market when residents of Golden Heights can't use the room for activities.
- V. New Business
1. Christine Landry presented and reviewed all program budgets for FYE 12/31/2022. DHCD initiatives were reviewed including an overall ANUEL increase of 4%, heat pump maintenance funding for \$75 per unit and Resident Services. Discussed how the outsourcing of the Section 8 voucher program impacted all budgets, and the changes in staff responsibilities resulting from this restructuring. This shift in funding will also provide a few hours weekly for the state RSC to service residents at the federal property. Restructured admin salaries were reviewed, noting DHCD was publishing a new Executive Director salary schedule; may require additional vote on just ED salary next month. Maintenance salaries were reviewed in relation to DLI rates. Also reviewed: Operating reserve balances and percentages were reviewed, retained revenue from solar and laundry, HUDS 84% funding of admin fees . William Herra moved that the proposed Operating Budget for State Aided Housing

of the Webster Housing Authority Program number MRVP for fiscal year ending 12/31/2022 showing total revenue of \$3,600 (Acct #3000) and total expenses of \$4,908 (Acct #4000) thereby requesting a subsidy of \$0 (Acct #3801) and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Urban Development for its review and approval. James Avery seconded the motion which, upon roll-call, was passed by a vote of four to zero.

James Avery moved that the proposed Operating Budget for State Aided Housing of the Webster Housing Authority Program number 4001 for fiscal year ending 12/31/2022 showing total revenue of \$689,566 (Acct #3000) and total expenses of \$743,637 (Acct #4000) thereby requesting a subsidy of \$215,349 (Acct #3801) and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Urban Development for its review and approval. David DuPont seconded the motion which, upon roll-call, was passed by a vote of four to zero.

Peter Luchina moved that the proposed Operating Budget for State Aided Housing of the Webster Housing Authority Program number 689 for fiscal year ending 12/31/2022 showing total revenue of \$57,970 (Acct #3000) and total expenses of \$52,177 (Acct #4000) thereby requesting a subsidy of \$0 (Acct #3801) and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Urban Development for its review and approval. William Herra seconded the motion which, upon roll-call, was passed by a vote of four to zero.

2. Fenton Ewald & Associates accounting contract renewal. Paula provided copies of proposed contract in packets, along with fee calculation comparison. William Herra made a motion to approve the state and federal accounting contracts and authorize the Chair to sign on behalf of WHA. Motion seconded by Peter Luchina. All members were in favor and David DuPont signed the contracts.
3. Award Gh1 window installation Phase 2: Paula provided the bid tabulation in packets and reviewed the coin toss procedure to break the low-bidder tie. Paula noted that the contractor from Phase 1 did not bid in this round. Designer Steve VanDyke provided reference

checks and recommended award to Larochelle Construction of Hadley MA for \$96,000. Motion made by Peter Luchina to award the contract to Larochelle. Motion seconded by David DuPont; all members in favor.

4. Change Order for 186 North Main selective flooring replacement: Paula reviewed N3 architecture's evaluation for additional plywood subflooring required upon removal of existing floor. James Avery made a motion to approve Change Order #1 for JC Floor Covering Co for \$7,367 for Project #323089. Motion seconded by David DuPont, all members in favor.

VI. *Unfinished Business*

VII. *Other Business* unknown at time of posting: none

VIII. *Bills and Listing* Checks and registers were signed and debit card charges reviewed at beginning of meeting.

IX. *Adjourn* With the next regular meeting scheduled for Monday February 28, 2022, James Avery made a motion to adjourn at 7pm. Motion seconded by Douglas Babcock, all members in favor

Respectfully Submitted (Attest)

**DRAFT**

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Paula Mayville, Executive Director