

The Webster Housing Authority held its regular monthly meeting on Monday January 30, 2023 in the community building at 10 Golden Heights, Webster. This meeting was originally scheduled for January 23, and was postponed due to weather. Chair called the meeting to order at 5:30 pm and announced it was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present in-person David DuPont, William Herra, Douglas Babcock and Peter Luchina while James Avery attended virtually. Also present: Paula Mayville, Executive Director, Susan Smichinski, Rhea Parker, Julie Dell'Anna and Laurie Herra. Frank Stefanik and an unidentified participant attended virtually.
- II. *Minutes* Peter Luchina made a motion to accept the minutes from December 19, 2022, seconded by Douglas Babcock. All members in favor.
- III. Executive Director's Report:
 1. Modernization report: Paula reported that windows for the community building would be delivered and stored on-site tomorrow while LaRoche construction sets installation date. Final bathroom renovation phase at GH2 is advertised in Central Register and bids due February 15. Since the obligation deadline is Feb 22, Paula suggested a special meeting to award the project on Feb 17 (because Feb 20 is holiday). Chair noted he will be out of state, but other members are available to attend this daytime special meeting with one agenda item.
 2. Maintenance Update: Paula reviewed photos illustrating renovation/repair projects undertaken and completed in-house by staff along with future projects. Most of the projects presented were completed between apartment turnovers, given maintenance's successful reduction in make-ready time. Paula will review changes in turnover scope next month. Board discussed the possibility of hiring an additional staff member if budget allowed. More information and options available next month during budget presentation.
 3. GHTO election update: Paula provided info in packets from the Jan 9 election, with a sole resident on the ballot for five officers. Since the organization is no longer active, Paula provided and Chair signed a letter notifying the bank should officers wish to remove their names from the account. Paula also noted that the federal programs require a Resident Advisory Board to participate in the Agency Plan process – she will provide notice soliciting interest. Through the Chair, Bill Herra noted that 13 votes were cast by residents in 133 apartments.
 4. Needs Assessment & Energy survey's draft reports for Golden Heights II from D3 Associates were provided in packets and reviewed. So this survey can be used in evaluating federal repositioning options, the capital report separates: critical and non-critical repairs, design considerations, and compliance recommendations. The energy report recommends envelope and appliance upgrades including air sealing programs for staff and outside contractors for potential savings up to \$7,900/year.
- IV. New Business: Needs assessment review continued into discussion of repositioning opportunities offered by HUD. Needs Assessment indicates GH2 would be a candidate for Repositioning based on physical condition. Further evaluation is needed to determine if the property would qualify for repositioning based on financial condition. Beyond those considerations, WHA will need to determine what programs are available and which combination of platforms best suits the long term needs of the housing authority, community and property. Anticipating a three year course, Paula provided LIHTC Development group's proposal for provide these services and recommended the contractor

- engage residents as soon as possible given the inaccurate rumors about raising rents already spreading. Douglas Babcock made a motion to approve the services contract proposed by LIHTC and authorize Executive Director to sign on behalf of WHA. Motion seconded by David DuPont. Peter Luchina and Bill Herra were in favor; James Avery did not respond virtually.
- V. *Unfinished Business: An update on a grievance first discussed at December's meeting was taken out of order and covered at the end of the meeting in Executive Session. At 620 pm, Douglas Babcock made a motion to enter Executive Session to continue discussing the last meeting's grievance requesting board action. David DuPont seconded the motion and all members were in favor upon roll call vote. The Chair announced the open session would only reconvene to adjourn. The Chair stated the purpose for the Executive Session was to discuss the reputation, character, physical condition and mental health (not the professional competence) of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. Paula confirmed the two individuals to be discussed were notified of their rights under the Open Meeting Law, in writing, more than 48 hours before the meeting. Neither individual has requested the session be open. Those assembled understand the individual to be discussed may: be present in the session during deliberations which involve that individual; have counsel or a representative present during the session for the purpose of advising the individual (but not to actively participate); speak during the Executive Session; create an independent record of the executive session by audio recording or transcription, at the individual's expense. At 638 Bill Herra made a motion to return to Executive Session to adjourn. Motion was seconded by David Dupont and all members were in favor by roll call vote.*
- VI. *Other Business Unknown at time of Posting. Paula provided the employee vaccine policy which remains unchanged since its adoption in 2021, for Board to re-evaluate. The policy's initiation and enforcement were vigorous, but it has been off the radar except for the hiring process – and managed with staff's best judgement. More recently accepted practice/standards were discussed in reference to the (now) wide availability of home tests for symptomatic or exposed employees. After lengthy discussion, Douglas Babcock made a motion to sunset the policy effective March 1, motion seconded by David DuPont. Through the Chair, Susan Smichinski commented that she had a concern for many residents with compromised systems. All members were in favor.*
- VII. *Bills and Listing* Checks and registers were signed at beginning of meeting.
- VIII. *Resident Comment:* Rhea Parker questioned the requirements for a resident advisory board at both federal and state properties since the housing situations and apartments are different; Paula noted she intends to provide info to residents via the February newsletter.
- IX. *Adjourn: Douglas Babcock made a motion to adjourn at 639 pm. Motion seconded by David DuPont and all members were in favor.*

Respectfully Submitted (Attest) DRAFT Paula Mayville, Executive Director