

The Webster Housing Authority held its regular monthly meeting on Monday February 28, 2022 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:30 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, Douglas Babcock, James Avery and Peter Luchina. Also present: Paula Mayville, Executive Director. Virtual attendees: Rhea Parker, Susan Smichinski, Laurie Herra and Frank Stefanik.
- II. *Minutes* Douglas Babcock made a motion to accept the minutes from January 24, 2022 correcting he was not present to second the adjournment. David DuPont confirmed he seconded the adjournment. Motion to accept with that correction was seconded by Peter David DuPont. All members in favor.
- III. Executive Director's Report:
 1. Modernization Update: Rise Engineering authorized an electrical engineer to visit Second Island and evaluate if the existing service could handle increased electrical loads from heat pumps. DHCD has approved the \$96,000 construction contract with Laroche Construction for Phase 2 window replacement at Golden Heights I. Kickoff meeting is scheduled for tomorrow. The GH2 Phase 5 Bathroom Renovations is ready to be punchlisted. Paula reviewed correspondence with holes cored through support beam and evaluation by the building inspector.
 2. Hiring Update: Paula provided updated maintenance advertisement in packets. Intention of this change is to attract candidates with carpentry and plumbing experience so more work can be done in-house for turnovers and preventive maintenance. This shift is an opportunity to free up more formula funding especially at the state properties.
- IV. Executive Session was taken after Bills/Listing. The Chairman announced the Board would convene in open session at conclusion of the Executive Session only to adjourn. The Chair stated the purpose for the Executive Session was to discuss the reputation, character, physical condition or mental health (but not the professional competence) of an individual. The individual was provided forty eight hours advance notice

in writing and has not requested that the session be open. Those assembled were reminded the individual to be discussed may be present in the executive session during deliberations which involve the individual; have counsel or a representative present during the executive session for the purpose of advising the individual (but not to actively participate); speak during the executive session, and create an independent record of the executive session by audio recording or transcription at the individual's expense. At 6:08 pm Peter Luchina made a motion to enter executive session; Douglas Babcock seconded the motion. Upon roll call vote, all members were in favor and none were opposed.

V. New Business

1. Closing out Selective Flooring replacement job at group home 186 North Main. Paula praised contractor JC Flooring for navigating this project with residents and staff including a couple of work stoppages due to covid. Peter Luchina made a motion to approve and accept both the Certificate of Substantial Completion and Certificate of Final Completion containing (sole)Payment Application #1 for \$33,811. Motion seconded by William Herra, all members in favor.
- 2.

FY2022 Budget Re-submission: As discussed at the Jan 24 meeting, new Executive Director salary schedules were due out just after we approved our 2022 budget. Paula provided the salary calculation worksheet (completed by Fenton, Ewald & Associates) increasing proposed annual salary from \$91,790 to \$95,966, representing the only change to budget presented/voted on Jan 24. Chairman signed the salary calculation worksheet and members voted on budgets for each program individually. William Herra moved that the proposed Operating Budget for State-Aided Housing of the Webster Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number MRVP for fiscal year ending 12/31/2022 showing total revenue of \$ 702,523 (Acct. No. 3000) and Total Expenses of \$ 746,060 (Acct. No. 4000) thereby requesting a subsidy of \$ 228,306 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$95,966 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Community Development for its review and approval. Douglas Babcock seconded motion which, upon roll-call, was passed by a vote of five to zero. : Peter Luchina moved that the proposed Operating Budget for State-Aided Housing of the Webster Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 689 for fiscal year ending 12/31/2022 showing total revenue of \$ 57,970 (Acct. No. 3000) and Total Expenses of \$ 52,177 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$95,966 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Community Development for its review and approval. David DuPont seconded the motion which, upon roll-call, was passed by a vote of five to zero. Peter Luchina moved that the proposed Operating Budget for State-Aided Housing of the [Enter Housing Authority Name] Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number MRVP for fiscal year ending 12/31/2022 showing total revenue of \$ 3,600 (Acct. No. 3000) and Total Expenses of \$ 5,003 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$95,966 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Community Development for its review and approval. Douglas Babcock the motion which, upon roll-call, was passed by a vote of five to zero.

VI. *Unfinished Business none*

VII. *Other Business* unknown at time of posting: Paula reviewed year end statements and certifications that arrived at close of business Friday after meeting was posted and board packets sent out. FYE 12/31/21 packets include Financial Statements for all programs, Lead Paint Compliance certification and List of Top Five Salaries. Peter Luchina made a motion to approve these documents as presented and authorize

all members to sign. Motion seconded by David DuPont. Upon roll call vote all members were in favor and none opposed. All members signed lead paint certification. All members also certified to both the Financial Statements and Top 5 salary list with their signature.

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 March 28, 2022, the Board returned to open session and Douglas Babcock made a motion to adjourn at 648pm. Motion seconded by James Avery, all members in favor

Respectfully Submitted (Attest)

DRAFT

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Paula Mayville, Executive Director

Executive Session Minutes from 2/28/2022 entered at 608 pm. James Marrier arrived for this meeting and was reminded of his rights outlined via the vote to enter Executive session. Member William Herra provided members and employee with a summary of complaints about Marrier's behavior along with his own observations of Marrier's intention to coast through remaining employment and saying "F it" or "F them" regarding repairs. Marrier denied referring to "coasting" until retirement or saying "F anything". Douglas Babcock mentioned an older incident when Marrier did not visit the site during an evening winter water break resulting in water-shut off; Marrier noted he was not on call and provided instruction to the employee who was on call, admitting it was probably a mistake for him to not come in. Regarding failure to remove snow at Second Island Feb 13-14, he received a verbal warning from the Executive Director.