

The Webster Housing Authority held its regular monthly meeting on Monday April 24, 2023 in the community building at 10 Golden Heights, Webster. Chair called the meeting to order at 5:36pm and announced it was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present in-person Douglas Babcock David DuPont, Peter Luchina and William Herra. James Avery attended virtually. Also present: Paula Mayville-Executive Director, Rhea Parker, Julie Dell'Anna, Laurie Herra, Frank Stefanik and Susan Smichinski.
- II. *Minutes* Peter Luchina made a motion to accept the minutes from March 27, 2023. Motion seconded by Douglas Babcock. All members in favor of motion to accept minutes.
- III. *Executive Director's Report:*
  1. Board reviewed notice verifying the Governor extended provisions of Remote Public Meetings through March 31, 2025
  2. Inspector General provided Board Guidance: Paula provided in packets and reviewed DHCD's public housing notice 2023-05 regarding fiscal responsibilities of LHA Board Members. The notice provided a meeting link for a legal training on Contracts scheduled for April 27. Board reviewed an OIG report on Mashpee Housing Authority's consulting contract as it related to this new guidance. Paula invited members to view the training at the WHA office, noting that only two members could attend in person without posting a public meeting. In addition to the newly published Public Housing Notice, Paula provided the fraud bulletins referenced in the notice and offered to print the most recent (2014) board member training manual (96 pages) for any members who did not have copies.
  3. DHCD Performance Management Review for Ce FYE 12/31/22 was completed on Thursday April 20. Paula provided copies of physical inspection results; full report was not yet available. Paula reviewed the inspection results, including exigent health and safety items. Conditions observed during this inspection prompted DHCD to mandate the WHA adopt an air conditioner policy from PHN 2021-10 at Second Island prior to cooling season (May). Board reviewed the proposed policy, in the context of electrical limitations at this 1954 development. Specifically, the board discussed prohibiting AC units in windows considered sole egress from any room. Policy includes forms residents will use to request AC units; these requests will trigger a visit from maintenance to evaluate the most appropriate method to secure air conditioners in place and ensure water does not leak inside the apartment. Peter Luchina made a motion to approve the policy as presented, except reducing the maximum allowable BTUs from 12,000 to 8,000. Motion seconded by Douglas Babcock. All members were in favor.
  4. First Resident Advisory Board meeting scheduled on 4/28/23 for Golden Heights II to review the federal annual plan and five year capital plans.
  5. No budget approval yet from DHCD; Paula will report again next meeting
- IV. *New Business:*
  1. Closing out window project at GH1 with Larochelle 2023 budgets: Paula provided Certificate of Substantial Completion for Project 323080 noting there was no punchlist and no unsatisfactory work would be attached to the certificate. Peter Luchina made a motion to approve the Certificate of Substantial Completion for Project 323080 from Larochelle Construction. Motion was seconded by David DuPont and all members were in favor.
  2. Mass Rental Voucher Program's scope of services, signatory forms and financial contract amendment through June 30, 2028: were included in Board packets. Upon review,

Douglas Babcock made a motion to name David DuPont and Paula Mayville Commonwealth of Mass Contractor authorized signatories for the Webster Housing Authority AND authorize Paula Mayville to execute DHCD's contract amendment extension through June 30, 2028. Motion was seconded by Peter Luchina and all members were in favor. Chairperson David DuPont signed the Contractor Authorized Signatory Listing he and Paula Mayville as signatories for submission to DHCD.

3. Updates to GH2 Admissions and Continued Occupancy Policy: Paula provided 2023 updates to this policy that last updated in November 2022. Changes range from changes in grammar, sentence structure or numbering to completely new language. Some items of note include the addition of human trafficking to references about assault and violence. New language in the policy addresses how "over income" families are handled. Douglas Babcock made a motion to approve these policy updates as presented. Motion was seconded by David DuPont and all members were in favor.
4. Updating rent collection policy: Board received copies of collection policy in packets, specifically addressing the state regulation requiring late fees of \$25/month when balances exist on the after the 30<sup>th</sup> of any given month. To ensure staff fairly waives fees fairly across the resident population, Paula provided recommendations within four narrow parameters where the WHA may agree to waive late fees including: when a resident has applied for RAFT (much less prevalent after COVID), when the resident hasn't had a repayment agreement in the last six months, when the failure to pay rent is the documented result of delayed public assistance/disability/social security payments, death of a household member. Douglas Babcock made a motion to approve these additions to collection policy. Motion seconded by Peter Luchina, all members were in favor.

V. Unfinished Business: Paula reviewed the vacancy report noting that ALL vacant units were under offer, for the first time since the inception of CHAMP

V. Other Business Unknown at time of Posting. none

VI. Bills and Listing Checks and registers were signed at beginning of meeting by those present and Paula will send copies of check registers for virtual attendees to sign.

VII. *Resident Comment: none*

VIII. *Adjourn: Chair reminded members that a special meeting was scheduled for April 27 at 3 pm, with the next regular meeting set for May 22 at 530 pm At 618 pm Douglas Babcock made a motion to adjourn. Motion seconded by Peter Luchina and all members were in favor.*

Respectfully Submitted (Attest) DRAFT Paula Mayville, Executive Director