

No meeting was held on March 28, 2022. The Webster Housing Authority held its regular monthly meeting on Monday April 25, 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 and James Avery. Peter Luchina was absent and notified Paula earlier he would be out of state. Also present: Paula Mayville, Executive Director. Virtual attendees: Rhea Parker, Susan Smichinski, Laurie Herra and an anonymous listener.
- II. *Minutes* Douglas Babcock made a motion to accept the minutes from February 28, 2022, seconded by James Avery. All members in favor.
- III. *Executive Director's Report:*
 1. *Modernization Update:* Paula reported that Larochelle Construction had completed a mock-up window for Phase 2 of window replacement at Golden Heights I. Slight changes were requested and we will have timeline upon designer's final approval. Phase 5 of Golden Heights II bathroom updates is finally completed. Punchlist items were completed and accepted. WHA can back charge FRG contracting for the labor and materials provided to keep the project moving. Paula noted that FRG submitted their (sole)payment requisition on Friday. Since it was incomplete, it will not be reviewed at this meeting. Long-awaited masonry study report on the light tan bricks has been received from Yankee Engineering via Nault Architects. This study was initiated by Phase 2 of the GH window project. Report provides results from Brick freeze thaw and absorption testing (ASTM C67). First, the International Masonry Institute does not recommend using this particular type of brick in our location. Second, testing verified that the bricks are absorbing too much water and fracturing when that moisture freezes and expands. Three possible solutions were recommended: replace only bricks needed to be replaced to install windows, replace only what is damaged, or replace ALL of the brick. WHA met with DHCD last week to evaluate funding for any of these solutions; additional DHCD departments will be involved. DHCD assured WHA the brick solution would be funded "all or nothing" so any building would get both windows and brick repair at the same time. Paula

provided information on ARPA (American Rescue Plan Act) funding that will provide one additional allocation of formula funding along with targeted funding for a handful of initiatives including Federal Pacific Panel replacement. WHA has submitted GH 1 info for inclusion in this funding round.

2. Hiring Update: Paula reported Keith Fettig has been hired in the maintenance department starting April 4. He is a Dudley native living in Thompson, CT
 3. Paula provided approval letters for state budgets. She noted that the exemption for air source heat pumps was denied in error, later corrected, and now included.
 4. DHCD completed its Performance Management Review and provided copies for FYE 12/31/21, an unpublished off-year. One finding resulted, which was occupancy rate. Paula reported that the delay in occupying apartments going forward will be solely management's responsibilities as the maintenance delay in turnover is resolved as of now. DHCD reviewed the evaluation with all WHA admin staff, provided suggestions and employees continue to train/develop ways to speed up the screening process, while maintaining its integrity.
 5. Housing Insurance Services is offering increased cyber coverage and Board reviewed communication regarding the company and coverage. Bill Herra made a motion for Paula to investigate appropriate options and costs; motion seconded by David DuPont and all members were in favor.
- IV. New Business Reviewing COVID restrictions/closings. The Board discussed the state of COVID and its uncertainty, and trends in other business and residential settings. Douglas Babcock made a motion changing mask-wearing from "mandatory" to "voluntary" for A residents and staff at the WHA, and B to reopen the community rooms C to require one business day between hall reservations and D to regularly revisit these changes when covid conditions change. Motion seconded by David Dupont, all members in favor. Additionally, Bill Herra made a motion to apply the same changes to mask policy for Board Members, motion seconded by David DuPont, and all members were in favor. Paula noted staff will accommodate residents who request employees wear masks inside their apartment. Community room reservation

guidelines will also be reviewed to address violations that erupted just prior to COVID

- V. *Unfinished Business none*
- VI. *Other Business* unknown at time of posting: Rhea Parker requested to speak as there was no GHTO report on the agenda; Chairman asked the status of the GHTO and recognized Ms. Parker without any objections. Rhea reported that she had been speaking with residents of buildings 1 and 2 about the difficulty lifting the windows up; strips or handles were supposed to be installed, that is still in limbo, without hearing about status. Also, some building buzzers are not working and she was advised of an electrical spray maintenance could use on the wires once or twice a year to resolve these issues.
- VII. *Bills and Listing* Checks and registers were signed and debit card charges reviewed at beginning of meeting.
- VIII. *Adjourn* To accommodate the Town meeting, Mass Nahro conference and Memorial Day holiday the next regular meeting was scheduled for Monday May 16, 2022. James Avery made a motion to adjourn at 602pm. Motion seconded by David DuPont, all members in favor

Respectfully Submitted (Attest)

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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 and have always prioritized snow removal at Golden Heights for ambulance access. Breaks and early start times and overtime were discussed and Marrier responded that he would watch the time closer. The validity of complaints from residents was questioned and Jim Avery suggested residents come to the meeting to discuss; later recommended residents write their complaints for Paula to provide at future meetings instead of "word of mouth"; fear of retaliation was noted. Paula summarized job tools she created to help Marrier with weekly planning, turnovers, preventive maintenance and capital projects. William Herra made a motion to provide a written warning to Marrier for lack of production and the Chairman requested more specific language. Douglas Babcock recommended more organizing and planning from Marrier. William Herra amended his motion for written warning to lack of supervision running maintenance department; no second on the motion. Peter Luchina then made a motion to provide the warning for "lack of leadership in Marrier's position as a foreman". Motion was seconded by David DuPont and all members were in favor after a roll call vote. James Avery made a motion to move out of Executive Session; it received no second. After Board members spoke to Marrier about doing a better job, Douglas Babcock made a motion to move out of Executive Session at 648 pm. Motion was seconded by James Avery. Upon roll call vote, all members were in favor.

Respectfully Submitted, Attest

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Paula Mayville Executive Director