

The Webster Housing Authority held its regular monthly meeting on Monday May 16, 2022 in the community building at 10 Golden Heights, Webster. This meeting was scheduled early in the month to accommodate Mass Nahro's conference and the Memorial Day holiday. 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, Peter Luchina and James Avery. Also present: Paula Mayville, Executive Director. Virtual attendees: Rhea Parker, Susan Smichinski, Frank Stefanik, Laurie Herra and an anonymous listener.
- II. *Minutes* James Avery made a motion to accept the minutes from April 25, 2022, seconded by Douglas Babcock. All members in favor.
- III. Executive Director's Report:
 1. Modernization Update: Paula reported that the one-year warranty inspection for heat pumps at GH1 was scheduled with Rise Engineering for Wednesday. Inspection will address some exterior equipment starting to tilt. FRG's payment requisition for completion of Phase 5 of Golden Heights II bathroom updates is still pending since last Board meeting due to missing payroll reports. Paula reported that the next phase of renovations will be the FINAL, completing all bathrooms at GH2. Capital Fund award for \$139,740 announced today; documents processed at June's 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. Heat pump installation project is still with electrical engineer at RISE, who will report findings to DHCD.

IV. New Business

1. Reviewing AC policies at GH1 since mini splits installed. Paula provided the existing AC policy and suggested updates to address if and how window air conditioners would be allowed, how those window units would be installed, . Paula offered a sketch of room and equipment layout noting each apartment had one wall unit in the living room to push air into the bedroom. Rise Engineering previously reported the wall units were engineered to cool the entire apartment. Paula discussed the potential damage to newly installed windows during unit installation. James Avery made a motion prohibiting supplemental air conditioners at GH1 unless required by a medical accommodation. Motion seconded by Peter Luchina, no vote taken. Upon further discussion of the monthly AC charge at Golden Heights II, James Avery's original motion was amended to include charging same monthly fee as federal side for any window AC at GH1, given central air was already being provided at no cost. That amended motion was seconded by David DuPont and all members were in favor. Paula noted that the staff would closely monitor for open windows while the central air was on to avoid potential mold buildup.
2. Write Offs: Paula presented the Board with a write off request at Golden Heights I for \$774.46. This number represented four accounts, all from deceased residents who owed partial rent upon vacating their apartment. Board discussed the time frame for collection under statute of limitations and Doug Babcock made a motion to approve the write offs. Motion was seconded by James Avery and all members were in favor.
3. Placing public comment on meeting agenda: Paula provided copies of the tenant participation regulation in packets along with an outdated Board Appearance Policy and proposed new policy drafted by Karen Ahlers. Although active LTO report always had its own place on the agenda tenants unaffiliated with the LTO must also have an opportunity to comment on non-grievable agenda items that directly bear on common rights, duties or interests of tenants/household members. Members discussed the best place

to insert public comment on the agendas and agreed it would appear just prior to “adjourn”. Board reviewed regulation and Atty Ahlers draft, and discussed the unrealistic language that “chairman will supervise all tenant discussion”, citing the chaotic meeting at Bldg 19 last summer with audience members speaking throughout the meeting. David Dupont made a motion to change that language to read “will supervise all tenant comment at the meeting” and adopt the remainder of the policy as written by Atty. Ahlers. William Herra seconded that motion. All members were in favor. Douglas Babcock requested copies provided in all board packets going forward.

- V. *Unfinished Business none*
- VI. *Other Business unknown at time of posting: Paula provided correspondence from DHCD regarding the ARPA funding award of \$116,961 and noted the acceptance deadline of June 30 on next month’s agenda.*
- VII. *Bills and Listing* Checks and registers were signed and debit card charges reviewed at beginning of meeting. Prior to adjourning the Chair asked any members of the public if they would like to comment and audience members were all unmuted. Rhea Parker spoke and requested an update on two issues GH1 after-market window sashes and buzzer spray for the next meeting. She also advised the board that meetings should not be held in back offices or conference rooms and should be held at Building 19 so more people can attend and comment. Susan Smichinski also spoke on the topic of both central and window air conditioners and the difficulty in cooling both rooms; she advised the Board that tenant comments should have been considered prior to casting the earlier vote. Reasonable accommodation process was discussed.
- VIII. *Adjourn* Doug Babcock made a motion to adjourn at 610 pm seconded by James Avery, all members were in favor

Respectfully Submitted (Attest)

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Paula Mayville, Executive Director