

The Webster Housing Authority held its regular monthly meeting on Monday August 22, 2022 in the community room at 10 Golden Heights, Webster. This meeting was called to order at 5:38 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 and Douglas Babcock Peter Luchina was absent and James Avery attended virtually through GotoMeeting. Also present: Paula Mayville, Executive Director, Rhea Parker, Susan Smichinski, Frank Stefanik, Laurie Herra.
- II. *Minutes* Douglas Babcock made a motion to accept the minutes from July 25, 2022, seconded by James Avery. All members in favor.
- III. *Executive Director's Report:*
 1. *Modernization Update:* Paula reported that although Phase 2 windows at Bldgs 7&9 Golden Heights was completed last week, no close-out paperwork was presented for tonight's meeting. Punchlist items reviewed on Nault's drawings. Second Island heat pump project is still crawling along as DHCD awaits electrical designs and pricing needed for any Request for Quotes.
 2. *Annual Plan timeline* was reviewed: Paula reminded Board that a public hearing was scheduled for September 12 and a vote scheduled for September 26 in order to submit to DHCD
 3. *REAC Inspection* at Golden Heights II has been scheduled for August 31st, from July and changes to Performance Management Review process. Paula provided in packets and presented the Fair Housing Marketing Plan, now required with the annual plan submission per PMR review. The policy contains a comparison of town and area demographics were to existing tenant population used to evaluate necessary marketing adjustments. William Herra made a motion to approve the Fair Housing Marketing Plan as presented. Motion seconded by David DuPont and all members were in favor four to zero.
- IV. *New Business*
 1. Paula provided the proposed Reasonable Accommodation Policy using DHCD's recommended template. She noted that the new template incorporates forms developed by Atty Ahlers as part of the policy and will be uploaded as part of the Annual Plan and PMR review. Upon review, Douglas Babcock made a motion to adopt the policy. Motion seconded by David Dupont. All members in favor in roll call vote with Peter Luchina absent.
 2. *Phase2 window closeout GH1:* no documents provided
GHTO officer correspondence was provided from the June meeting not held due to lack of quorum.
- V. *Unfinished Business:* none
- VI. *Other Business* unknown at time of posting: *Paula provided Mass Nahro newsletter and HUD correspondence regarding the Repositioning of federal public housing noting upcoming training opportunities and the plan to obtain a capital needs assessment to evaluate both the potential for repositioning and capital fund/modernization planning. Paula discussed vacancy report noting that maintenance is now turning over units even quicker than DHCD mandates. However, the office is having difficulty filling them because CHAMP system allows applicants to self-claim emergency status that doesn't get reviewed until they are pulled on each housing authority's waiting list. It is not uncommon to run through a list of 45-50 applicants without approving a single applicant for priority or suitability for tenancy.*
- VII. *Bills and Listing* Checks and registers were signed and debit card charges reviewed at beginning of meeting.

- VIII. *Resident Comment:* Susan Smichinski spoke about an after hours heat pump leak inside of an apartment in her building and expressed the need to have a unit in each room vs one in the living room. Maintenance Supervisor responded and resolved the leak by flushing the drain lines and will assess the timing of preventive maintenance on lines that are gravity fed.
- IX. *Adjourn* With the Annual Plan's public hearing set for September 19 and the next regular monthly meeting scheduled for September 26, Douglas Babcock made a motion to adjourn at 6:03 pm seconded by David DuPont, all members in favor.

Respectfully Submitted (Attest)

DRAFT

DRAFT

DRAFT

Paula Mayville, Executive Director