

The Webster Housing Authority held its regular monthly meeting on Monday August 23, 2021 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:32 pm and Paula Mayville announced the meeting was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present Douglas Babcock, William Herra, and Peter Luchina. James Avery was absent and called earlier. David DuPont arrived during the Executive Director's report. Also present: Paula Mayville, Executive Director. Virtual attendees Rhea Parker, GHTO president, Laurie Herra, Julie DellAnna & Frank Stefanik.
- II. *Minutes* William Herra made a motion to accept the minutes from July 27, 2021, seconded by Peter Luchina, all members in favor.
- III. *Executive Director's Report*
 1. Annual Plan Timeline/update : Paula reminded the Board that the plan's public hearing was scheduled for Sept 20, and would appear on the Sept 27 agenda for approval. The draft plan was written and posted as required however DHCD updated requirements on Friday to include a component on active user access to its online systems. Paula provided copy of user information to appear in Plan.
 2. Modernization Update: Nault previously approved as window designer for Phase 2 at GH1. DHCD will expand Nault's scope to investigate the source of failed (tan bricks) and will move forward into Buildings 7 & 8 or 9 in order to continue moving forward without running into the failed bricks. Paula noted this spalling brick GH2 bathrooms phase 5 now rescheduled to start Sept 20 after delays from July and again in August. Many items discontinued from previous phases, and new products had to be specified/reviewed. Approved materials have also had deliveries delayed. Previously Jim Avery had suggested the board address additional delays. Since no bathroom phase was completed during covid, it was hoped this contractor may be engaged to do a second set of units; unlikely given these delays. Chair suggested item go on next agenda if issues remain at our Sept 20 public hearing . In response to WHA concerns, DHCD is taking a closer look at efforts to install heat pumps at Second Island and will sample for hazardous materials to identify

potential hurdles to installation requiring abatement or any relocation funding.

3. Fair Housing Plan: Paula provided PHN from DHCD requiring a review of all LHA Fair Housing Plans because that Plan will now be a scored component in our annually PMR review. Atty Ahlers already reviewed the plan and Paula provided her notes to Board at the meeting. Given that, the policy will appear on the next agenda to allow members to thoroughly review.
 4. Reasonable Accom Policy Template was published by DHCD for review at all LHAs in conjunction with the Fair Housing and will also be reviewed next month
- IV. Report of Tenant Organization: Most recent meeting was August 19 with five members and five officers attending to review GHTO proposed budget. Laundry issues were also discussed at that meeting since our contract is coming up. The private laundry on East Main has options for cash, card and credit card; opportunity for HA to own machines and provide funding for LTO. Survey went out regarding activities and a laundry survey will go out next month. Farmer's market at Golden Heights has become one of the most prosperous locations for REC. Hot dog day was successful and appreciated. Tenant parking signs expanded, one way sign and visitor parking also installed; requested sign at bldg. 10 indicating Bldg 11 is further away, not immediately next door.
- V. New Business
1. Tractor National Backorder: Board approved for purchase earlier this summer is still backordered nationally. Rather than delay ordering accessories as planned this Winter, Paula recommended ordering now in order to account for the anticipated several month delay. Board agreed to purchase now and advised against taking delivery in pieces vs put together.
 2. HUD Approving official: Douglas Babcock requested he transition from the approving official for HUD's eLOCCs system. Paula reviewed the program and its evolution to a fully paperless system requiring regular email contact for recertifying users on staff. Peter Luchina accepted responsibility and signed appropriate paperwork to start the transition by adding him as a user. Douglas Babcock will sign outside the meeting before a notary.

3. Reasonable Accommodation: duplicate topic

- VI. Unfinished Business Collective Bargaining. Upon review at prior meetings, Peter Luchina made a motion to sign the collective bargaining renewal negotiated with SEIU Local 888. Motion seconded by David DuPont, all members in favor.
- VII. *Other Business* unknown at time of posting: Chairman noted that he had spoken with Paula and recommends Board discuss updated precautions and local mandates on the next month's agenda, in response to a spike in numbers and recent news reports. Paula noted that HUD/DHCD would likely release guidance before that meeting.
- 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 September 27, 2021 and a Public Hearing on the Annual Plan scheduled for September 20, 2021 Peter Luchina made a motion to adjourn at 640pm. Motion seconded by David DuPont, all members in favor

Respectfully Submitted (Attest)

Paula Mayville, Executive Director