

The Webster Housing Authority held its regular monthly meeting on Monday September 27, 2021 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:31pm and Chairman announced the meeting was being recorded through the GotoMeeting app

- I. Roll Call: David DuPont, Peter Luchina, Douglas Babcock, James Avery and William Herra were present, along with Paula Mayville Executive Director. Frank Stefanik, Laurie Herra and Rhea Parker attended virtually.
- II. Minutes: Douglas Babcock made a motion to accept the minutes from Aug 23, 2021 as presented; seconded by David DuPont, all members in favor. James Avery made a motion to accept the minutes from a special meeting held on Sept 20, 2021; seconded by David DuPont, all members were in favor
- III. Executive Director's Report

Budget guidelines: Paula provided newly published DHCD budget guidelines highlighting a 4% increase in Anuel, special initiatives for heat pump maintenance, stove top fire stops. DHCD expects to publish updated Executive Director salary schedules in December. Budget guidelines also contained a listing of state properties with heat pumps and most on the list were elderly not family. Board discussed the existence of fire stops previously installed at 667 by fire department; Paula suggested funding installation of these devices at Golden Heights II with capital funding in the Five-Year Plan. Bill Herra made a motion to add these devices to the federal property's five-year plan, seconded by Douglas Babcock; all members in favor. Draft Memorandum of Understanding with and Budget from GHTO was provided for review in compliance with DHCD's Tenant Participation regulation. Rhea Parker explained the GHTO had met with Paula to review draft but would be adding some additional items and presenting another draft for board meeting. Board discussed office and equipment currently provided. James Avery made a motion to form a subcommittee with board members to review and negotiate this document, given its importance, and volunteered to sit. Motion seconded by Douglas Babcock, all in favor. Douglas Babcock made a motion that James Avery and Peter Luchina serve on committee; motion seconded by David DuPont and all members were in favor. Executive Director will arrange next joint meeting. Modernization updates,: Paula reported that Ponch did excellent work and was wrapping up the excavation and sidewalk repair project at GH1 started Sept 14 and close out documents will be

available for next meeting. Ponch was able to provide additional paved panels without additional cost/change order. Doug Babcock mentioned that resident contacted him regarding the pile of demo'd walks; Paula noted Ponch was a fast-moving contractor and ran a clean site. Accessible shower conversion was nearing completion after a number of difficulties presented by contractor. Although the bid was about half the expected cost, the WHA maintenance crew had to step in at various points of the project to reach final completion. Evaluating the scope of this work, Paula noted that it could likely be done in-house going forward and keep costs down to complete more conversions. Camera updates at GH1 are completed by Spy Systems; moving onto office phones/answering system. Board discussed and Paula advised that recording signs were not required as cameras do not record voice; also clarified that hallway cameras are only at GH2 and not GH1. DHCD has agreed to and funded further investigation of hurdles to heat pump installation at second island including abatement testing, design and protection of outdoor units. Approval for DHCDs Work Order covering this additional investigation appears under Unfinished Business. Updated from last meeting FRG Contracting has again moved their start date from September start to October. Concerns about crews going between apartments and in/out of buildings in cold weather were discussed. In light of repeated multiple delays in starting this project along with weather inconveniences, Douglas Babcock made a motion for Paula to address damage clauses and delay the project start until Spring. Motion seconded by Bill Herra, all members in favor.

IV. Report of Tenants Organization Rhea Parker offered congratulations to David Dupont on his recent wedding; provided updates on GHTO recent and future activities including meetings, movie nights and presentations. Annual Plan review meeting was September 16 and laundry services (card vs. cash) was discussed. Farmers market remains successful and Tri Valley provided \$25 coupons at the last market. Bingo permits were investigated and the percentage required back to the state makes ongoing Bingo unlikely; residents advised to visit Sr Center. Sept 23 hosted coffee/pastry appx 18 attended. GH book borrowing discussed. October 21 next ghto meeting.

V. New Business

1. Smoking Area requesting reconsideration of on-site smoking areas was presented in packets with both smoker and non smoker signatures. Paula read the request letter. Joyce Newell planned to

attend virtually and speak further on the request. Board discussed the regulations from DHCD and HUD requiring WHA to prohibit smoking on the property. Paula advised Board that GH2 residents made conscientious use of their smoking area, unlike residents of GH1. Douglas Babcock made a motion to uphold the previous vote to remove smoking areas from property, seconded by Peter Luchina. Upon roll call, vote was four to one with James Avery voting against.

2. Amendment 12 for state modernization financial assistance: Paula noted that DHCD previously removed this amount from our contract, and is now adding it back in since it is investigating the options/obstacles to heat pumps at Second Island. Board revisited the heat pump listing published with budget guidelines and discussed heat pumps in 705 properties vs. 200 properties built after WWII. Douglas Babcock made a motion to approve this amendment #12 to the Contract for Financial Assistance in the amount of \$237,500 and authorize the Chairman to sign for the WHA. Peter Luchina seconded the motion and all members were in favor.
3. Executive Director contract: Paula provided DHCD's updated contract template renewal effective January 1, 2021 alongside the previously approved contract from 2018 to indicate no changes were made. William Herra made motion to approve the contract as presented, requesting hard copies for signature at next meeting. Motion seconded by Douglas Babcock; all members in favor.

VI. Unfinished Business

1. Reasonable Accom policy vote was tabled until the next meeting since the copies in board packets were not the "marked up" copies indicating changes to the template suggested by Karen Ahlers.
2. Strengthen covid precautions: Board mandated masks for employees inside apartments at last meeting and discussed need for enhanced covid precautions agreeing to continue the discussion at this meeting. Ever-changing protocols were discussed. Paula reported an unvaccinated WHA employee was first exposed and later tested positive for COVID. . DHCD confirmed they will entertain vaccine mandate and testing policies only if the policy goes through an employment attorney to navigate the exemptions and health dept recommendations. Liability was discussed, absent on policy on record. Though not covered in last month's vote, Board discussed

the employee had to be told to wear a mask in pickup truck upon returning to work after exposure and had not isolated from positive household members. After being sent home on a Wednesday to test, a test was not taken until Friday; risk to and spread among residents was discussed. Protection for residents, but not staff was discussed. Employee used own sick time for pay during this absence but disciplinary action will be determined by the Director. Chairman advised that board should not discuss individual cases and individual opinions on vaccinations but rather minimize risk on a policy level. Weekly testing for non-vaccinated employees was discussed, and how prior infection impacts these results. Given its wide availability, Board agreed it was time to explore mandating it among employees. Bill Herra made a motion to engage an employment attorney to research and draft a vaccine mandate policy with that also addresses testing, seconded by Douglas Babcock. Residents can continue to refuse entry of unvaccinated employees; many residents expressed interest in this. Paula asked if this employee should be restricted from working inside apartments or with other employees; board agreed that would not be necessary if negative test was required of any previously-positive employee before returning to work. Douglas Babcock made a motion to require all positive employees provide negative test before returning to work; seconded by Peter Luchina, all in favor. Bill Herra made a motion requiring all employees wear mask in any environment where they cannot social distance (in addition to existing requirement for masks inside apartments); seconded by Peter Luchina, all in favor.

3. Annual Plan public hearing was held September 20 and though no public comment was received, the GHTO is required to provide a comment letter for WHA to upload with the 2022 plan itself to DHCD. Peter Luchina made a motion to approve the plan as presented for submittal to DHCD. Motion was seconded by Douglas Babcock and all members were in favor by roll call vote.
 4. Work order for heat pump options at 2nd Island: Douglas Babcock made a motion to approve Work Order Scope of Services proposed by DHCD for \$167,200 for Project 323078. Motion seconded by Peter Luchina, all members were in favor.
- VII. Other Business Unknown at time of posting

- VIII. Bills were reviewed and checks signed at beginning of meeting
- IX. Douglas Babcock made a motion to adjourn at 643 pm with the next meeting scheduled for Monday Oct 25, 2021 at 530 pm. Motion seconded by James Avery and all members were in favor.

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