

The Webster Housing Authority held a special meeting October 13, 2021 at 530 pm. Remote participation was available via GotoMeeting app. The chairman called the meeting to order at 535 pm and announced the meeting was being recorded.

- I. *Roll Call* Upon roll call, the following members were present David DuPont, Douglas Babcock, William Herra, Peter Luchina, and James Avery. Also present: Paula Mayville, Executive Director.
- II. *Vaccine Policy*: Paula provided the first draft policy mandating employee vaccines in packets as prepared by Jonathan Driscoll. Upon review, members suggested the policy effective date be November 1, since all existing employees will be fully vaccinated by that date. Board requested Atty Driscoll further qualify the term "fully vaccinated", given the uncertainty of booster availability; preferably employees should receive the booster within thirty days of its availability. Paula shared correspondence from the union representative related to the policy. Recently positive employee requested return of personal sick time used after the Board's 9/27 vote to require a negative test prior to return to work. William Herra made a motion to refer this request to Atty Driscoll; motion seconded by James Avery and all members were in favor. Douglas Babcock made a motion to revert the draft policy back to Atty Driscoll with proposed changes and questions to prepare final policy to appear on the Oct 25 meeting agenda. David DuPont, seconded the motion and all members were in favor.
- III. *Ponch Excavation closeout*: Paula provided Certificates of substantial and final completion, along with Applications for Payment 1-2. Douglas Babcock made a motion to approve each of these documents to close-out this project 323071. Motion seconded by James Avery, all members in favor.
- IV. With next meeting set for October 25 at 530pm, Peter Luchina asked Paula to provide an update on tractor/equipment backorder for the next meeting. James Avery made a motion to adjourn at 610 pm. Motion seconded by David DuPont and all members were in favor.

Respectfully Submitted (Attest)

Paula Mayville, Executive Director