

The Webster Housing Authority held its regular monthly meeting on Monday October 24, 2022 in the community room at 10 Golden Heights, Webster. This meeting was called to order at 5:31 pm and it was announced the meeting was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present in-person William Herra and Peter Luchina while James Avery attended virtually. Members absent were Douglas Babcock and David DuPont. Also present: Paula Mayville, Executive Director, Rhea Parker, Susan Smichinski, Laurie Herra and Ron Keogh.
- II. *Minutes* James Avery made a motion to accept the minutes from Sept 26, 2022, seconded by Bill Herra, all members in favor.
- III. *Executive Director's Report:*
 1. *Union:* Paula reported the three-member maintenance Union may dissolve on January 1 with two members wishing to withdraw. This would require review of existing personnel policy to address items now covered exclusively in the collective bargaining agreement. Examples of these items include clothing allowance, on call fee, New Year's holiday and rate allowance over amount set by Dept of Labor and Industries.
 2. *The 2023 Budget Guidelines* were released by DHCD. Budgets generally reviewed in December/January with Fenton, Ewald & Associates. Paula reported the unexpected passing of long-time fee accountant Christine Landry who hosted our review sessions for several years. Guidelines give a nod to the overall \$7 million increase to operating subsidy and projected higher rents buoyed by this year's social security Cost of Living Adjustments allowing benefits: continuation of the ED salary formula published in 2022, doubling air source heat pump maintenance exemption from \$75-\$150, increasing maximum AUP audit fees, and capping Admin Fees up to 5% without budget comment.
 3. *Resident Services Coordinator position update:* Paula has final interviews this week and plans to have position filled by the next board meeting.
- IV. *New Business*
 1. *Nault Architects* prepared a proposed change order for the Phase 2 window project that provided replacements to buildings 7&9, the last two residential buildings with the red brick. Because all remaining buildings have the failing orange brick, future phases will likely be delayed and more costly. This change order provides window replacement in the Community Building with red brick, eliminating the uncertainty when and if it would be included in future phases. We will utilize the existing contractor's (Larochelle) exceptional work quality. James Avery made a motion to approve Change order Proposal request 323080-cp-0001, PCO1 -Community Building Windows for \$22,400.71. Motion seconded by William Herra, all members in favor
 2. *Flat Rent* calculated for GH2: Paula reviewed the flat rent calculation, of at least 80% of the newly published Fair Market Rents. Paula reported this is an optional rent calculation at the tenants' election and provided sample tenant notice. Given the Fair market rents increase from \$1162 to \$1276, our flat rent option increases from \$930-\$1021. Bill Herra made a motion to approve the updated flat rent, motion seconded by James Avery. All members were in favor.
 3. *Fair Market Rents/Utility Allowance/Payment Standards for Housing Choice Voucher Program:* Paula provided the recently published HUD FY2023 fair market rents for Webster by bedroom size. Payment standards remain at 100% of the areas fair market rent. Reviewed the Utility allowance schedule for tenant furnished utilities completed by Northeastern Utility consultants. Although Dedham manages this program, these figures are Webster-specific and require adoption by WHA board. Bill Herra made a

motion to adopt these Fair Market Rents, Payment Standard and Utility Schedule effective December 1, 2022. Motion seconded by James Avery. All members were in favor.

4. Resident Services Funding: is being increased and extended by DHCD. Existing programs, like ours, must submit streamlined application consisting of a letter from ED and Chairperson stating we will continue reporting requirements, a support letter from the LTO and board vote. Paula provided a copy of the ED/Chairperson letter noting the packet was due by November 18. Bill Herra made a motion to approve the Webster Housing Authority's application for increased Resident Services Coordinator funding, continued tracking of required metrics an annual reporting to DHCD. Motion seconded by James Avery. All members in favor.

V. Unfinished Business:

1. Capital Needs Assessment responses for Golden Heights II. Paula provided the proposals pricing which ranged from \$5,500 to \$7,500 for capital needs assessment used to evaluate Repositioning options in addition to formulating our five year capital fund plan. Low bidder Dominion Due Diligence at \$5,500 was both responsive and qualified based experience and approach. They also quoted \$4,000 separately for an energy audit required by our capital plan. Bill Herra made a motion accept Dominion's proposals. Motion seconded by James Avery. All members were in favor.
2. Community Room Use Policy revisions (taken out of order anticipating longer laundry discussion): Paula attached the policy with underlined changes to the newsletter and solicited comments on changes. No comments were received from residents. Two residents reported no comments were received because tenants were unaware of the survey in newsletter soliciting comments. Paula offered to circulate another one and advised the board to review again at next meeting since rentals are already being allowed.
3. Laundry Info: continuation of discussions from previous meeting to renew Automatic Laundry's leasing contract. Paula solicited: proposals from two other companies, only one responded, two vendors for machine purchase prices, vend prices at other authorities who both lease and own equipment, vend prices at nearest laundromat. This information provided in packets along with resident survey delivered by staff and tally of its 79 responses, previous LTO survey with 27 report of commission split last five years. Paula noted that the leasing companies solicited would not propose any contract less than seven years and Launderama's proposal offered a set yearly amount rather than a percentage split of commission like Automatic Laundry. Paula proposed professional machine sanitizing from both companies submitting proposals, and neither offered the program so WHA will solicit that service separately based on comments from the survey about dirty machines. Bill Herra made a motion to enter into contract with Automatic Laundry under its proposed Option #1 noting their proposed vend price hadn't increased since their renewal proposal five years ago. Though it was not the tenant comment period, Rhea Parker stated the board should not vote on the contract because there was no tenants meeting and the tenants didn't see copies of the bids or vote on buying our own machines, though it is unlikely that more than 70 people (who responded to survey) would attend such a meeting for input. Rhea Parker stated she disputed the vote at this time. Heated conversation about the Board's role in awarding contracts followed among and between residents, participants and board members. James Avery advised complaining residents to go somewhere else if they did not like

board decisions, residents called him rude and he seconded Bill Herra's earlier motion. All members were in favor.

- VI. *Other Business* unknown at time of posting: none
- VII. *Bills and Listing* Checks and registers were signed and debit card charges reviewed at beginning of meeting.
- VIII. *Resident Comment*: Rhea Parker stated that she disagrees with and is against the laundry vote and against the rudeness of board member James Avery. Arguments continued between residents and with the Commissioners upon this resident's assertion the Board is supposed to represent the tenants and what the tenants want and that tenants had no say in this matter. Bill Herra referred to the survey results, again, and stated the Commissioners responsibility was to award contracts in the best interest of the Authority as a whole. Susan Smichinski advised Bill Herra the resident commissioners' responsibility is to the tenants interests not the housing authority. Paula asked complaining residents to clarify if they thought the proposal the board just approved was unfair or unreasonable in terms of equipment, vend price, etc; they responded tenants weren't given a choice among bids at a tenant meeting.
- IX. *Adjourn*: James Avery made a motion to adjourn at 6:02 pm. Motion seconded by Bill Herra and all members were in favor.

Respectfully Submitted (Attest)

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Paula Mayville, Executive Director