

The Webster Housing Authority held its regular monthly meeting on Monday November 22, 2021 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:30 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, Douglas Babcock, William Herra, James Avery and Peter Luchina. Also present: Paula Mayville, Executive Director. Virtual attendees: Rhea Parker, GHTO president, Laurie Herra, Susan Smichinski & Frank Stefanik.
- II. *Minutes* Doug Babcock made a motion to accept the minutes from Sept 27, 2021. Motion seconded by James Avery. All members in favor. Peter Luchina made a motion to accept the minutes from Oct 25, 2021, seconded by Douglas Babcock, all members in favor.
- III. Executive Director's Report
 1. Modernization Update: FRG Contracting continues delaying work on Golden Heights II bathrooms; false start again today. RCAT solicited proposals for flooring replacement at 186 North Main through formula funding. Paula provided bid tabulation and reference checks from n3 architecture. Upon review, James Avery made a motion to award 186 North Main flooring replacement project to JC Floor covering as lowest qualified bidder under FISH #323089. Motion seconded by Douglas Babcock and all members were in favor. Paula provided Mass Nahro correspondence on facilitating conversations on the possibility of transitioning 689 group homes to non profit providers who can address excessive capital needs program-wide.
 2. DHCD has approved the Authority's capital improvement plan CIP for FY 2022.
 3. Drafting Memorandum of Understanding: Sub-committee met 10/28/21 to work on agreement. Substantial additions require continued work and another meeting will be held in November
- IV. Report of Tenant Organization: Rhea Parker extended a Happy Thanksgiving to members and reported coffee and donuts was going well and receiving donations; chair yoga successful Mondays 10-12; movies tabled until after holidays; farmers market continuing through

December 14 with a three week vacation break to pickup again in January. Hot dog/beans meal was well attended and made profit; food donations made to food share; tree decorating planned for Dec 1 and next GHTO meeting December 16 at 1pm.

V. New Business

1. Newly published Fair market rents were reviewed to adjust Golden Heights II flat rent last month. Vote to accept these Fair Market rents for all bedroom sizes required for the Section 8 program for Dedham's records. William Herra made a motion to approve the fy 2022 Fair Market rents for each bedroom size from efficiency to four-bedroom for Worcester, MA HUD Metro FMR Area; seconded by James Avery, all members in favor.
2. Agreed Upon Procedures (AUP review) results released by DHCD. Paula provided the report, which outlined four exceptions, in meeting packets. Corrections already made to vacancy report, disability calculations and accountants compensated absence typo. Paula will continue to sign off time cards when out of office for vacation week.
3. Paula reviewed request from packets for one maintenance employee to carryover two unused vacation weeks while covering (including overtime) for one retiring coworker and another who was out for mandatory covid isolation. Calendars indicating past and scheduled absences within department were reviewed. Board also discussed training needed for upcoming new hire along with progress made on vacancies and capital projects with this employee's overtime. Douglas Babcock made a motion to approve this employee's carrying over two weeks of vacation time into 2022. Motion seconded by William Herra, all members in favor.
4. Almost immediately after resuming individual reservations of the community building for functions, COVID impacts were evaluated. Paula discussed recent reservations demanded by some residents and violations of the community room agreement just this weekend and verified the deposit would not be returned. Going forward, Paula noted that neither safe-serve nor covid precautions could be monitored during weekend or holiday events. The surfaces go without deep cleaning until the next working day when staff returns. Given these increased liabilities Paula recommended the community

hall no longer be offered for residents' private rental. the building was never intended as a rental hall. Bill Herra made a motion to restrict community room reservations by individual residents and reflected on the past weekend's violations. Motion seconded by James Avery. Chairman clarified that tenant organization functions would still go forward utilizing their safe serve certificate and Board would revisit the topic if local restrictions loosened. All members in favor.

VI. Unfinished Business

1. Paula mailed board members sample notices from Dedham that went to all existing participants and landlords. Copies in packets for reference.

VII. *Other Business* unknown at time of posting: new employees are required to complete conflict of interest training as part of orientation (same training town requires elected officials to complete). Paula requested board vote to require all employees to complete conflict of interest training online as well. Douglas Babcock made a motion requiring annual conflict of interest training for all employees by Jan 31. Motion seconded by Peter Luchina, all members in favor.

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 December 20, James Avery made a motion to adjourn at 558pm. Motion seconded by David DuPont, all members in favor

Respectfully Submitted (Attest)

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Paula Mayville, Executive Director