

The Webster Housing Authority held its regular monthly meeting on Monday December 20, 2021 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:33 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.
- II. *Minutes* Doug Babcock made a motion to accept the minutes from Nov 22, 2021. Motion seconded by James Avery. All members in favor.
- III. Executive Director's Report: Paula announced that Fenton Ewald and Associates had to reschedule its budget presentation (Agenda item V.1) just this afternoon. It will go on the January 24 agenda.
  1. Modernization Update: State modernization award for FY 25 dated 11/18/21 was reviewed. The \$116960.94 award is the same amount as FY 24 Sustainability funding for heat pumps at Second Island has been placed on hold by DHCD pending review through Rise Engineering (same firm that engineered pumps at GH1). Rise visited the property December 16 and will report observations and recommendations. Phase 2 of Golden Heights windows continues. Bids are due December 29. Although no contractors attended the walk through on Dec 17, at least two reliable contractors have shown interest and both have done successful projects with WHA in the past. FRG Contractor continues its struggle to meet deadlines in the Golden Heights II bathrooms and have been limited to working in only one apartment at a time. Paula included correspondence/warning to FRG from Nault Architects in packets and noted that project monitoring consumes excessive time of an already reduced maintenance department.
  2. Benefit Changes from DHCD review: Paula reviewed DHCD's letter approving ED contract with the exception of holidays and disbursement of all time off each January 1. DHCD has not directly overseen HA personnel policies in the past, but accesses the policy now indirectly as part of the ED contract approval process. Paula

advised members to anticipate a letter from DHCD requiring removal of those same provisions from the WHAs personnel policy which applies to all employees.

3. Maintenance vacancy effective December 31 continues to solicit candidates through Indeed, Mass Nahro and the Stonebridge Press family of newspapers. Two candidates offered interviews, neither attended. Paula advised members backup labor was available for snow, so hiring will not be rushed.
- IV. Report of Tenant Organization: Rhea Parker extended Happy Holidays to members and reported the organizations last meeting was December 16, chair yoga was ongoing, coffee and donuts involved a sing a long and basket raffle; hall was decorated with RSC help. May try to offer a catered holiday lunch next year if money raised. Last GHTO meeting discussed inclusion of names in minutes and creating an anonymous survey for residents about needs, satisfaction etc. No meetings will be held January and February. Farmer's market will return Jan 12 after holiday hiatus. GHTO would like to renegotiate vote prohibiting residents from renting community building for private functions that resulted from one renter's bad behavior. Camille Parker at Webster Board of Health advised Rhea that residents serving friends and family can bring pot luck food or cook at bldg. 19 and do not have to comply with covid guidelines or have a safe serv certification. Chairman noted that the virus was beginning to skyrocket right now, and felt it was not the time for unsupervised private parties to start back up again. James Avery made a motion to continue the ban on private hall rentals through March. Motion seconded by Douglas Babcock and all members were in favor. Paula will return this item to the March 2022 agenda.
- V. New Business Although budget presentation was rescheduled to January 24, Paula presented and Board reviewed some photos illustrating turnover recommendations for Second Island that will impact 2022 budget
- VI. Unfinished Business none
- VII. *Other Business* unknown at time of posting: none
- 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 January 24, 2022, James Avery made a motion to adjourn at 6:05pm. Motion seconded by Douglas Babcock, all members in favor

Respectfully Submitted (Attest)

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Paula Mayville, Executive Director