

The Webster Housing Authority held its regular monthly meeting on Monday February 22, 2021 in the community building at 10 Golden Heights, Webster. The meeting was held virtually and recorded via GoToMeeting. Meeting was called to order at 5:35 pm and Chairman announced the meeting was being recorded.

- I. *Roll Call* Upon roll call, the following members were present Douglas Babcock, David DuPont, William Herra, Peter Luchina and James Avery. Also present: Paula Mayville, Executive Director, Christine Landry of Fenton Ewald and Associates Frank Stefanik, Rhea Parker, Julie DellAnna and Marie Hardy. Chairman offered to take budget/year end presentation out of order since Ms. Landry was in attendance, but opted for the agenda to continue in order.
- II. *Minutes* James Avery made a motion to accept the minutes from 1/25/21 as presented. Motion seconded by William Herra. All other members in favor.
- III. *Executive Director's Report*
 1. WHA continues to pursue an on-site vaccination clinic partnering with the board of health through Harrington. Board of health has been reluctant to reserve a date without further assurance that vaccines will arrive as promised. DHCD directed all sites to urge residents to get the vaccine wherever they can access. Paula provided a copy of the Senior Affordable housing vaccine planning survey.
 2. FRG Contracting provided their bond earlier this month to begin GH2 Phase 5 bathroom work, pending receipt of their bond. WHA staff, Nault Architects and FRG representatives are meeting Feb 25 to review work flow, expectations and start date.
 3. DHCD published PHN 2021-01 addressing passage of the long awaited law requiring Resident Board Members. Members received copies in packets for review as it has raised questions about how it impacts our May 3 Town Election. Webster Town clerk intends to designate the five year seat currently held by James Avery, one of the three expiring this May as the "resident" seat and remove it from the town ballot. This leaves two terms to appear on the ballot, a two-year term William Herra was appointed to fill upon Roland Napierata's resignation and a four year term Peter Luchina was appointed to fill after that term was accidentally left off the Town's

ballot last year. Paula discussed the law's effective date of May 15, after the Town's regular election date and pointed out that the PHN advises LHAs to evaluate for a tenant seat based on board makeup on May 15 and designate the next expiring seat expiring after July 15 as tenant seat. Mass Nahro leadership agrees that any position's removal from the May 3 ballot is premature. Paula also reviewed the opportunity to apply for a waiver based on Bill Herra's membership on the Board; waivers cannot be requested until after May 15 either. The Town's preemptive decision to designate any resident seat before May 15 eliminates that waiver option for WHA. Additionally, LTOs have not been advised how develop the list of tenant names its required to provide Selectmen in filling tenant seat. The Board discussed the confusion of a term accidentally left off the ballot and the last two appointments of full and then partial terms, which everyone wants to avoid going forward. It's unclear how current members would choose which term they can take out papers for. The town site offers a deadline to protest the ballot and after much discussion James Avery made a motion directing Paula to investigate the protest procedure and request DHCD's waiver prior to May 15. David DuPont seconded the motion, particularly citing the law's effective date and the most recent confusion in term expirations/appointments and the intention for all three terms appear on the town ballot May 3. Upon roll call vote, all members were in favor and none opposed.

- IV. Report of Tenant Organization: Marie Hardy reported that, as first vice president she was moved into the vacant position of GHTO President, leaving Bill Herra as first Vice President and Julie Dell'Anna as Treasurer. Laurie Herra has been appointed second Vice President. The most recent resignation of Secretary Jan Chenevert, leaves another board position to be filled at a later date. Activities are still suspended due to covid restrictions, though residents look forward to the date of an on site vaccination clinic. James Avery made a motion to accept the GHTO report, and David DuPont seconded, though unnecessary.

V. *New Business*

1. Year end close out documents and required certifications provided by Fenton, Ewald and Associates were summarized by Christine Landry who noted programs were in very good shape after updating the federal

proration. Preparation and qualifications questioned by James Avery were addressed by Christine Landry. Top 5 Salary Certification and Lead Paint certification were provided in packets.

2. FYE 12/31/21 budget packets were reviewed in conjunction with year end packets including the most updated reserve balance graphs and ANUEL for all programs. Increasing 167 rents was discussed, in relation to the reserves. Additional position has been included to work through Tracie's departure and the overlap in her training a replacement. Retirement increases along with state insurance were reviewed. Covid's impact on rent reduction at Second Island was discussed. Budget certifications were reviewed along with the health insurance opt out calculation. Douglas Babcock made a motion to approve and sign the individual budget certification forms, lead paint certification, Top 5 salary form, Opt out incentive calculation and authorize the Chairman to certify the federal budgets on Form HUD-52574. Motion seconded by Peter Luchina. Upon roll call vote the following members were in favor: David DuPont, Douglas Babcock, Peter Luchina and William Herra. James Avery abstained. Douglas Babcock then made a motion that the operating budget for state aided housing of the Webster Housing Authority Program Number 4001 for fiscal year ending 12/31/2021 showing total revenue of \$471,880 and Total Expenses of \$679,245 thereby requesting a subsidy of \$225,709 and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/21 be submitted to the Dept of Housing & Community Development for its review and approval. Motion seconded by David DuPont. Upon roll call vote James Avery abstained and four other members voted in favor. Peter Luchina made a motion that the operating budget for state aided housing of the Webster Housing Authority Program Number 689 for fiscal year ending 12/31/2021 showing total revenue of \$57970 and Total Expenses of \$48895 thereby requesting a subsidy of \$0 and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/21 be submitted to the Dept of Housing & Community Development for its review and approval. Motion seconded by Douglas Babcock. Upon roll call vote James Avery abstained and four other members voted in favor. Peter Luchina also made a

motion that the operating budget for state aided housing of the Webster Housing Authority Program Number mrvp for fiscal year ending 12/31/2021 showing total revenue of \$3000 and Total Expenses of \$3073 thereby requesting a subsidy of \$0 and further that the Executive Director's total annual salary of \$91,790 for fiscal year ending 12/31/21 be submitted to the Dept of Housing & Community Development for its review and approval. Motion seconded by Douglas Babcock. Upon roll call vote James Avery abstained and four other members voted in favor.

3. AUP Report was provided in board packets and four exceptions were noted: three on payroll one on vacancy ledger. Paula provided her response to DHCD which will be published along with the AUP. Two employees needed to be written out/initialed by ED on time cards, Maintenance salaries exceeded allowable annual cap because of the negotiated collective bargaining agreement, one apartment was skipped in hafis vacancy ledger 8A and Paula recorded corrected info.

- VI. *Unfinished Business* Paula Mayville and William Herra attended the first Transit Grant training which provided an overview of the program and highlighted successful grant usage from existing participants. A second training will be held with technical guidance on the application process.
- VII. *Other Business* unknown at time of posting: DHCD forwarded notice awarding \$675,000 for weatherization and energy conservation of all four state properties (110 units). DHCD advised WHA of its eligibility for this initiative in its five year capital plan, however funding is directly through DHCD and does not come out of WHAs Formula Funding award. Every effort must be made to have the installation complete by 12/31/21 and DHCD staff visiting sites Wednesday.
- VIII. *Bills and Listing* Checks were signed and registers reviewed by two members at beginning of meeting. Registers will be forwarded to other members for review and signature.
- IX. *Adjourn* Douglas Babcock made a motion to adjourn at 705pm. Motion seconded by David DuPont; all members in favor.

Respectfully Submitted (Attest)

Paula Mayville, Executive Director

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