

The Webster Housing Authority held its regular monthly meeting on Monday February 27, 2023 in the community building at 10 Golden Heights, Webster. Chair called the meeting to order at 5:33 pm and announced it was being recorded through the GotoMeeting app.

- I. *Roll Call* Upon roll call, the following members were present in-person Douglas Babcock and Peter Luchina while James Avery, David DuPont and William Herra attended virtually due to illness. Also present: Paula Mayville, Executive Director, Rhea Parker, Julie Dell'Anna and Laurie Herra. Frank Stefanik, Susan Smichinski attended virtually.
- II. *Minutes* Douglas Babcock made a motion to accept the minutes from January 30, 2023. Motion seconded by Peter Luchina; all members in favor. Peter Luchina made a motion to accept the minutes from special meeting held February 17, 2023. James Avery seconded the motion. David DuPont abstained because he was absent. All four other members in favor.
- III. Executive Director's Report:
  1. Modernization report: Paula reported that the final phase of Golden Hts II bathroom renovations was awarded on February 17. Larochelle completed community room windows, which completes the Phase 2 installation project; closeout paperwork should follow. Rise Engineering has proposed, and DHCD approved, heat pumps for the group homes at 17/18 Golden Heights. Heat pump project continues to move slowly forward – the major electrical upgrades necessary for heat pumps represents 2/3 of entire project's scope; utility will not allow cabling hung from homes so work will be underground. Heat Pumps at Golden Heights II specified a self-contained system that just recently received approval after completed testing at National Grid. Rise will be preparing solar-assisted water heater solutions for both Golden Heights I and II.
  2. Resident Services Coordinator hired: David Leco started work on February 6. Paula provided business cards to each member. Board members invited to first function Opening Day cookout March 30 though several members met at special board meeting Feb 17.
  3. Mass Nahro Spring conference: Scheduled for April 2-4 in Waltham. Paula provided list of agenda topics and information on hotel accommodations.
  4. GHTO election update: Paula provided info in packets from the Jan 9 election, with a sole resident on the ballot for five officers. Since the organization is no longer active, Paula provided and Chair signed a letter notifying the bank should officers wish to remove their names from the account. Paula also noted that the federal programs require a Resident Advisory Board to participate in the Agency Plan process – she will provide notice soliciting interest. Through the Chair, Bill Herra noted that 13 votes were cast by residents in 133 apartments.
- IV. New Business:
  1. Year End reporting for state and federal programs was provided in packets including financial statements, lead paint compliance certification, Top 5 salary certification, federal calculation of program expense level and board resolutions. Bill Herra made a motion to approve the financial statements, program expense level calculation, lead certification and top five salary reports. Motion seconded by Peter Luchina. All members were in favor upon roll call vote. Paula reminded all members needed to sign the certifications in order to submit to DHCD (due) tomorrow during potential snow accumulation.

2. Within item #1 above, Board also discussed the timing of 2023 budget preparation in light of HUD changing their utilities factor and inflation adjustments on March 8. Both federal changes will also impact the state budget preparation if there's room to change some cost allocations between the programs. Given that, 2023 state budgets are scheduled for presentation at next board meeting March 27.

V. Unfinished Business

1. STATE Grievance policy, officers solicited: Board discussed the difficulty keeping three active hearing volunteers plus three alternates on the rarely used grievance panel for state programs and suggested using the option of a single member hearing officer who only required one alternate. Paula provided the first draft of the single member grievance policy for review and discussed solicitation of hearing officers. Prior to the next board meeting, Paula will meet with the one interested party from this solicitation through the Dudley Women's Club; an alternate is still needed and the first officer may recommend another club member.
2. Community Room Use Policy: final draft of policy started in May 2022 was put in last month's board packet but was not listed on the agenda. Paula provided a summary and comparison of WHA's proposed policy language in three areas, Resident's comment on that language, and her recommendations for final vote/adoption. Douglas Babcock made a motion to adopt the policy with Executive Director's recommended changes. Motion seconded by Peter Luchina. All members were in favor.

VI. Other Business Unknown at time of Posting. none

VII. Bills and Listing Checks and registers were signed at beginning of meeting by those present and Paula will send copies of check registers for rest of members to sign.

VIII. *Resident Comment:* Rhea Parker stated she was concerned that hearing officers coming from the women's club may have a conflict if they know residents here; she is not comfortable with that; alternate may also have to recuse themselves being from the same club. Chair agreed that ideally the alternate would come from another organization based on feelers we sent out. Given the difficulty maintaining just the primary officer we would continue working on an alternate. Mechanism is in place requiring any officer to disclose a relation/connection prior to hearing.

IX. *Adjourn:* Douglas Babcock made a motion to adjourn at 615 pm. Motion seconded by David DuPont and all members were in favor.

Respectfully Submitted (Attest)    DRAFT    Paula Mayville, Executive Director