The Webster Housing Authority held its regular monthly meeting on Monday, December 16, 2019 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 5:30 pm and Chairman announced that an audience member would be recording the meeting.

I. Roll Call
   Upon roll call, the following members were present: Douglas Babcock, David DuPont, Roland Napierata, Peter Luchina, and James Avery. Also present: Paula Mayville, Executive Director, Frank Stefanik, Rhea Parker, Maureen Napierata, Laurie Herra, and William Herra II.

II. Minutes
   James Avery made a motion to accept the minutes from xxx as presented. Motion seconded by Roland Napierata. All members in favor.

III. Executive Director’s Report
   1. Paula reported that the Health and Safety Initiative grant application was submitted prior to December 13, and provided a copy of the final application in the packets.
   2. Paula provided an update on search for contributors to the Creative Spacemaking Grant along with notice soliciting resident participation. Tamara Beland and Dave Laabs will be solicited for their input as well. Paula also noted that no notification had been received yet regarding the Resident Services Coordinator grant.
   3. Golden Heights Tenants Organization elections will be held on January 9 and will be hosted by the Town Clerk and Board of Registrars at Building 19.

IV. New Business
   1. Trailer disposition: Paula provided Municibid documents indicating the highest bidder for the 98 Load Rite trailer at $725 was Kevin Roche of Norfolk, MA. James Avery made a motion to award the trailer to Roche as the highest, qualified bidder and amended the motion to move to the second highest bidder if the first did not follow through with purchase. Motion seconded by Roland Napierata and all members voted in favor.
   2. Christine Landry from Fenton, Ewald & Associates provided and reviewed the Authority’s 2020 state operating budget, which saw a ten percent increase to anuel/bottom line. Lengthy discussion of the group home budgets covered reserve balances, rent levels, and redistribution of maintenance labor costs. Administrative salaries
were increased three percent, as allowed by DHCD’s budget guidelines. Maintenance salaries were budgeted at rates set by the Dept of Labor and Industries and the collective bargaining agreement. DHCD revised its Executive Director salary schedule after the previous adjustment’s three year freeze. The calculation nets in a 2.9 percent bringing the Executive Director’s salary to $91,790. In addition to the calculation sheet requiring signatures of the Executive Director and Chair, the figure is included in the budget certification votes this year. Ms. Landry noted that there was no gender adjustment in the calculation, responding to a salary comment. Douglas Babcock moved that the proposed operating budget for state aided housing of the Webster Housing Authority Program 689C for fiscal year 12/31/2020 showing total revenue of $56,966 (Acct. No 3000) and total expenses of $46,322 (Acct No 4000) thereby requesting a subsidy of $0 (Acct No 3801) and further that the Executive Director’s total annual salary of $91,790 for the fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Roland Napierata seconded the motion which, upon roll-call was passed by a vote of five to zero. Douglas Babcock moved that the proposed operating budget for state aided housing of the Webster Housing Authority Program 4001 for fiscal year 12/31/2020 showing total revenue of $465,156 (Acct. No 3000) and total expenses of $619,488 (Acct No 4000) thereby requesting a subsidy of $182,627 (Acct No 3801) and further that the Executive Director’s total annual salary of $91,790 for the fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Roland Napierata seconded the motion which, upon roll-call was passed by a vote of five to zero. Douglas Babcock moved that the proposed operating budget for state aided housing of the Webster Housing Authority Program MRVP for fiscal year 12/31/2020 showing total revenue of $2,400 (Acct. No 3000) and total expenses of $2,971 (Acct No 4000) thereby requesting a subsidy of $0 (Acct No 3801) and further that the Executive Director’s total annual salary of $91,790 for the fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Roland Napierata
seconded the motion which, upon roll-call was passed by a vote of five to zero.

V. Unfinished Business  none

VI. Other Business  unknown at time of posting  none

VII. Annual Reorganization  Douglas Babcock made a motion to cast a single vote to keep the slate of officers the same. Chairman DuPont asks members to consider nominating another member as, as a nod to practice of predecessors including long-time Chair Edward Kokocinski. Roland Napierata seconded Babcock’s motion. All members in favor and accepted nominations.

VIII. Bills and Listing  Checks were signed and registers reviewed at beginning of meeting.

IX. Adjourn  With the next meeting scheduled for Monday January 27, 2020 at 530 pm, James Avery made a motion to adjourn at 640pm. Motion seconded by Douglas Babcock, all members in favor.

Respectfully Submitted (Attest)
Paula Mayville, Executive Director

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