

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF AUGUST 7, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Vice Chair Patricia Raymond at 4:05 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Vice Chair, Patricia Raymond, Commissioner Robert Arnell, Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: Chairperson Diane Potvin Commissioner, Joe Gamache

1. Public Comment – No members of the Public were present

2. Acceptance of the Minutes:

May 1, 2019 - Motion to approve by Commissioner Arnell, Second by Commissioner Lambert: APPROVED 3 - 3

June 12, 2019 - Motion to approve by Commissioner Lambert, Second by Commissioner Arnell: APPROVED 3 - 3

June 27, 2019 Special Meeting – Postponed due to lack of quorum from 6/27 meeting until the next meeting.

Fire Update – portion of the Executive Director Update not included in memo due to timing.

Communication through email from the scene as requested by the Board occurred and was welcome. The story on WCAX indicated that the complex was evacuated. Only the B wing was impacted.

The Courtyard is governed by the Chittenden Housing Corporation, the response was by WHA staff and the procedures would be similar in all buildings managed by the WHA.

There is a proposal to sprinkler 83 Barlow Street. This is not in the project defined during the RAD conversion. A capital plan is being developed for each building and we are working on with the City on Life Safety issue.

ED Decarreau wanted to extend appreciation to Jessie Baker who called for hotel rooms while staff was working with tenants and on the impacted apartments. The Board wished to send a thank you to Jessie.

3. RAD Update

a. Work Packages

As noted in package

Commissioner Lambert noted the small contingency amounts in the plan. ED Decarreau noted that we were watching the budget carefully and saving some money by performing work ourselves. It is too early to tell how the project is proceeding.

Counselor Arnell asked about energy efficient appliance upgrades. ED Decarreau noted that was being considered in refrigerators. VEIC has a list of items from a previous project that staff will review.

b. Work In Progress

Spring Gardens bid for roof replacement due back next week. Will be awarded during the last week of August if reasonable bid is submitted.

UFAS (handicap accessible) apartment renovations are underway at Spring Gardens.

Kitchen upgrades at the Terraces are proceeding, starting with vacant apartments.

4. First Quarter Finance Report

ED Decarreau noted that we are still working through the accounting and trying to recreate the budget. The second quarter will have a more thorough analysis and a report on cash flow that reports how much cash we have and the amount of those funds that are committed to expenses.

5. Policy Update Process

Discussion about the use of boiler plate policy versus customized policies. We agreed to find the balance between tested language and the need to reflect WHA positions.

6. Grounds and Fencing Policy

Discussion of fencing – Noted that WHA chooses and installs privacy fencing in the same manner for all units. We are looking at six feet tall and sixteen feet in length.

Commissioner Lambert suggested we buy in bulk and install ourselves and get the job done.

Staff will come back with a budget and a source of funds for the effort.

Garden space will be monitored, and we will be back if a policy is needed.

7. Apartment Routine Maintenance Policy

Painting – a general agreement to allow painting by WHA every seven years. Terms would require the apartment space to be empty except for furniture which can be moved. Staff would not move items on bookshelves or other non-furniture. We will come back with a budget to test feasibility.

Appliances – a policy on when WHA will replace appliances when broken or charge tenant. Possible charges if appliance is within its useful life and the damage is not due to a defect.

8. Executive Director Update – Questions

As noted

9. Next Meeting - Items

September 4 is confirmed. The Board agreed to read through Bylaws and prepare to discuss any needed amendments. Issue with needing a third person able to sign checks in case. Also need financial policies to assure compliance with internal controls.

September 30 is the annual meeting. Looking at the practice to go out to eat. Commissioner Lambert suggested talking about what are our goals post RAD conversion.

Possible CHC joint meeting.

10. Other Business

Vice Chair Raymond noted that the windows at The Towers may need to be replaced. A discussion of the issues with egress and other life safety components. ED Decarreau noted the need to work with the City and the Fire Department to make sure our properties are up to date regarding current standards.

Commissioner Lambert noted the need to review the Executive Director evaluation. ED Decarreau will distribute the current form. Note that the Executive Director probation period ends in December, so starting now is important.

Review the bylaws, which will be distributed in the next week to start the review process.

There being no further business, Commissioner Lambert moved to adjourn, seconded by Commissioner Arnell. Vote 3 — 0. The meeting was adjourned by Vice Chair Raymond at 5: 32 PM.

Respectfully Submitted,

KR Decarreau
Secretary