

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF SEPTEMBER 4, 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 4:04 P.M. Vice Chair Raymond presided over the meeting at the request of the Chair. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chairperson Diane Potvin, Vice Chair Patricia Raymond, Commissioner Robert Arnell, Commissioner, Joe Gamache, Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: None

3. The Board agreed to move Item 3 “Recognition of TJ Francis for actions in fire at the Courtyard” to the beginning of the meeting. Commissioner Gamache moved that “the Board of Commissioners recognizes TJ Francis for his work on the Courtyard Apartments fire, adopting the Resolution as submitted”. The motion was seconded by Commissioner Arnell.

Motion Passed 5 – 0.

1. Public Comment – No members of the Public were present
2. Acceptance of the Minutes:

June 27, 2019 Special Meeting – Motion to accept minutes by Commissioner Gamache, seconded by Commissioner Arnell. Motion passed 3 – 0 with Chair Potvin and Commissioner Lambert abstaining.

August 7, 2019 Regular Meeting – Missing third page in packet. Request reapproval

4. Cash Balance Update – ED Decarreau provided clarification that the Line of Credit established with bond proceeds was used for RAD costs associated with legal, finance, architecture and engineering, and project design as noted in the Notes. To assure funds are available for the projects, we have earmarked funds from the current capital allocation available through HUD and the remainder from the operating reserve.

Commissioner Lambert questioned whether the Authority should have close to \$1M as noted in the past. ED Decarreau explained that the funds exist but are designated for specific projects or accounts payable. In particular, when RAD closed, the Authority needed to set aside \$350,000 for Spring / Barlow capital needs and \$37,500 for Franklin / Elm. These funds must now be used as planned and cannot be diverted without approval from Northfield Savings Bank.

Commissioner Lambert asked for an accounting of Rad expenditures at the next meeting.

ED Decarreau will present an accounting of RAD costs and the source of funds used.

The Board is comfortable with the format of the report.

5. RAD Projects

Only the Spring Garden roof might be done this construction season. The remaining will projects will likely be started in the spring.

Handicap units – we have 10% units across the Authority that we would like to have accessible and are close to compliance. We are required to have 5% units that are accessible to mobility impaired tenants. We have some design challenges in the older building.

We drew the funds for the project at the beginning of the project and are paying interest on the entire funds. We are making some interest on the funds.

6. By Law Review – Process will be to review as much as possible and continue next meeting if needed. Changes will be listed and ED Decarreau will find standard language in other by laws until the draft is acceptable then we can review with an attorney.

See attached.

Discussion tabled at Article III Section 3

7. Apartment Routine Maintenance Policy – Report on Cost per Unit – Board wants painting to occur on older units. Suggestion to hire a painter full time.

ED Decarreau requested to further conversation after the FY 21 budget is in the works given that cash flow is changing from HUD grants to rents plus subsidy. Staff will be creating a recommended work plan to go along with the budget so that all of the updating that needs to be complete is in one place and part of a plan.

8. Executive Director Evaluation – Tabled to the first item at the next meeting.
9. Executive Director Update – ED Decarreau noted the work plan development to be started in October once our staff returns from vacations.

10. Annual Meeting Schedule - Meeting moved to April

11. Next Meeting – Items –

Executive Director Evaluation

Continue By Law Review

12. Other Business - None

There being no further business, Commissioner Gamache moved to adjourn, seconded by Commissioner Arnell. Vote 5 — O. The meeting was adjourned by Vice Chair Raymond at 5:26 PM.

Respectfully Submitted,

KR Decarreau
Secretary

DRAFT