

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF NOVEMBER 6, 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 Chair Diane Potvin at 4:10 P.M. 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,

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: Commissioner Jay Lambert

GUEST: Sean McMannon, Superintendent, Winooski School District

1. Approval of the Agenda

Commissioner Gamache requested that Item 6 be moved to the top of the Agenda to accommodate Superintendent McMannon. Board agreed

2. Approval of the Minutes

Minutes were not in the packet. Postponed to next meeting.

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

6. Proposal by Winooski School District for Use of Elm Street Community Center Space

Request for use of space to house preschool temporarily during construction beginning in mid-April through the end of the school year (date could change). This program would move back to the school in September.

Second request for space for a collaborative program to address the shortfall in pre-school places after the program run by Howard Center ended in June. The Collaborative is between the YMCA, University of Vermont, and Winooski School District with support from Let's Grow Kids. This is a two year program to evaluate the protocol. The program will run Monday through Friday from 7 am to 5 pm. It will serve families from the region and not just Winooski. It will serve 30 – 32 kids per day.

We discussed charges for rent and proof of insurance.

The Commission wishes to revisit the issue in December. ED Decarreau will speak with Howard Center and invite a presentation. ED Decarreau will also look at what it would cost to cover our expenses at the facility.

4. Administrative Update

a. Cash Balances and Commitments and Budget to Actual 2nd Quarter

ED Decarreau spoke of plans to manage the budgeting process internally next year and to get a better understanding of the expenses.

b. RAD Update – no questions

5. Executive Director Evaluation

The group agreed to postpone the discussion until Commissioner Lambert was able to attend. ED Decarreau will review the Appointment Letter to be certain about how the probationary period would end and call a meeting if needed.

7. Code of Conduct First Draft

The Commission agreed to return to this in December. There was no objection.

8. Objectives for Five Year HUD Plan

ED Decarreau noted that a full document will be prepared for the December meeting. It was also noted that a strategic planning session will be held with the Board once the systems that need to be addressed in order to manage the program under RAD are fully addressed. This will take last through the next year.

9. RAD Expense Summary

ED Decarreau handed out a copy of RAD expenses. This sheet will be mailed to the Commissioners after the meeting. A discussion as to whether to reimburse some funds to other programs will be held in December.

10. Executive Director Update

No questions

11. Next Meeting – Items

As shown in the Board notes adding an approval of the roofing contract at Spring Garden.

12. Other Business

Commissioner Raymond noted that Commissioner Arnell is no longer serving on the Housing Commission. ED Decarreau was appointed.

There being no further business, Commissioner Gamache moved to adjourn, seconded by Commissioner Raymond. Vote 4 — O. The meeting was adjourned by Chair Potvin at 5:20 PM.

Respectfully Submitted,

KR Decarreau
Secretary