

WINOOSKI HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MINUTES OF SEPTEMBER 2, 2020 REGULAR BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held electronically as allowed by special Vermont Statute due to COVID-19 requirements.

The meeting was called to order by Chair Potvin at 4:15 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chair Potvin, Vice Chair, Commissioner Patricia Raymond, Commissioner Robert Arnell, and Commissioner Nicole Mace

COMMISSIONER ABSENT: Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau, Director of Programs Wendy Sweet

1. Approval of Agenda

Request by ED Decarreau to move Item 7 to Item 2 in order to hear from Director of Programs Wendy Sweet.

Motion by Commissioner Arnell: I move that the Agenda is approved with the change requested. Second by Commissioner Raymond

Motion Passes 4 - 0

7. Approve Changes to Admin Plan

See Memo from W. Sweet. Director Sweet reviewed the changes.

Commissioner Arnell: I move to adopt the resolution as presented in the memo. Second by Commissioner Raymond. Passed 4 - 0

2. Approve Minutes of August 5, 2020 meetings

Motion by Commissioner Raymond, Seconded by Commissioner Mace

Motions passed 3 – 0 as amended. Commissioner Arnell Abstained

3. Public Comment

No public in attendance

4. Update on Finances

See Board Notes. No Questions

5. Update of Activities During COVID 19 Operations

See Board Notes. Commissioner Raymond requested that bookcases be placed on each floor with the ability to rotate books. ED Decarreau agreed.

6. RAD Update

See Board Notes

ED Decarreau noted the delay in the elevator at Spring Gardens.

ED Decarreau presented a summary of the projects and the balances (attached). No questions.

Commissioner Raymond noted that she would like a policy that would allow for painting an apartment after multiple years of tenancy at no cost to the tenant.

8. Approve Access Control Policy

See Board Notes.

Commissioner Raymond questioned emergency access to the building. ED Decarreau explained the Knox Box for the Fire Department and Police Department, which allows them to carry a single key for the entire city. St. Michael's and UVM Rescue each have a key. There was a call that was handled by Colchester Rescue, who did not have a key.

ED Decarreau will address the issue.

*Follow Up: ED Decarreau called Fire Chief John Audy. This is a known issue. He is working with the various dispatchers to make sure back up is called when using a squad that does not have keys. It would be impossible for every possible Rescue Squad to maintain a set of keys for their possible service area.*

Discuss Preference on Move On Vouchers. See Board Notes.

Commissioner Mace would like more data. ED Decarreau will look for the potential impact and will create a draft Preference that would allow for accommodating both the currently housed families on our waitlist and those on the Move On Vouchers.

9. Other Business – None

NOTE: ED Decarreau was dropped at this point due to a loss of internet.

Commissioner Raymond noted that there was a mail disruption for two days and wondered if all of the mail was delivered. She was concerned that there was no notice of the disruption

*Follow Up: ED Decarreau noted that there was a sign that explained how to get in and it was not used by the Carrier. Our staff had no way of knowing the mail was not delivered on Friday and Saturday, but noted mail volume seemed to be low. There is not a protocol in place that if mail is not delivered by 3:00 pm, office staff will call the post office.*

*When staff called on Thursday, we discovered that the post office placed a hold on our mail without notifying us. We removed the hold and mail was delivered with the apologies of the local postmaster.*

There being no further business, Commissioner Arnell moved to adjourn, seconded by Commissioner Raymond. Vote 4 — O. The meeting was adjourned by Chair Potvin at 5:28 PM.

Respectfully Submitted,

KR Decarreau

DRAFT