



Board of Commissioners Minutes

March 26, 2025

4:15 pm

Winooski Housing Authority Offices

On-Line

Present: Chair Marnie Owen, Vice Chair Pat Raymond, Commissioner Nicole Mace

Officer Present: Executive Director KR Decarreau, Housing Choice Voucher Program Manager Jammie Latterell

Meeting called to order by Chair Owen at 4:19 pm

1. Public Comment

No public present

2. Agenda Adjustments

None Requested

3. Approve Minutes of January and February 2025

Motion to approve minutes from January 2025 made by Commissioner Mace, Seconded by Commissioner Raymond.

Motion carried 3 – 0

Quorum not available for meeting from February 2025

4. Approve Administrative Plan – Jamie Latterell

Ms. Latterell explained her notes on the critical changes to the Administrative Plan (policy manual) brought by HOTMA. See Notes.

Commissioner Mace questioned the “One Strike” language allowing for denial of a voucher based on an arrest rather than a conviction. Ms. Latterell and ED Decarreau noted they



WINOOSKI HOUSING AUTHORITY

were also uncomfortable with the language. Further research will be done into how this can be restructured.

Commissioner Mace appreciated the Strike all and Replace approach to the plan.

Motion to approve to strike the current plan in its entirety and adopt the Administrative Plan as presented effective May 1, 2025 by Commissioner Mace, Seconded by Commissioner Raymond.

Motion carried 3 – 0

5. Approve FY 26 Budget

ED Decarreau reviewed the proposed FY 26 budget. See notes. The Board was concerned about the annual 20% increases in insurance for public housing. ED Decarreau explained this was not the result of WHA claims, but appears to be driven by the lack of competition and the norm across the country, also noting the Vermont Housing Finance Agency was working on a solution.

The Board asked questions about vacancies. We are experiencing higher vacancy than normal in senior properties due to a significant number of deaths and folks moving to assisted living. Staff noted how hard to it is to lease a studio apartment because the tenant will pay the same for a one bedroom.

ED Decarreau noted the addition of an Inspector to add to our team in addition to the plan from January. Also noted hiring a Property Management Assistant who was experienced, requiring additional salary.

Motion to approve the FY 26 Budget by Commissioner Mace, Seconded by Commissioner Raymond.

Motion carried 3 – 0

6. Other Business or Updates

Discussed the development for the armory building on Lafountain Street. ED Decarreau explained that the change in federal policy leaves this as a big question on future development.

Discussed the development of St. Stephen's property. ED Decarreau had a conversation with Joe Handy and he is focusing on Main Street at the moment.