WINOOSKI HOUSING AUTHORITY

Meeting of the
Winooski Housing Authority

Board of Commissioners

And

Chittenden Housing Corporation

Board of Directors

Meeting Date: August 27, 2026 4:15 pm

Meeting Place: 83 Barlow St Community Room or On Line. Please call by noon on August 27, 2026 for a link.

Minutes

Present: Marnie Owen, Chair; Nicole Mace, Commissioner, Marna Ehrech;

Officers: KR Decarreau, Executive Director; Shawna Hanley, Director of Housing Programs; Kathy Boumil-Stimets, Maintenance Administrator

CHC Board: Connor Daley, Chair; Erhard Manke

Chair Owen called the meeting to order at 4:16

ED Decarreau explained that the Public Comment section was the place for items not on the agenda and anyone in attendance may make a comment. That each item was up for discussion by the Board (s) first, there will be an allowance for comments by the public and that once closed, the Board will take action as stated in the Agenda. ED Decarreau also noted the "Other Business" was for members of the Board only.

1. Public Comment

   No members of the public present

2. Approve Minutes of June 25, 2026

   Motion to approve the minutes as presented by Commissioner Ehrech, seconded by Commissioner Mace.

   Motion carried 3 - 0

3. Fire Report from 87 Elm Street

   ED Decarreau reiterated report from the Board Notes.

   K Boumil-Stimets noted that initial estimates for repair could exceed $100K. There is a $15K deductible. She noted the insurance company is in charge of the place.

4. Budget to Actual Report

   ED Decarreau noted that the first quarter is fine. WHA staff will continue to monitor expenses. Also noted that operating revenue is currently covering the capital expenses, allowing the agency to continue to save against major capital work or unexpected event in Franklin and Elm. This is not the case with Spring Barlow.

5. Appoint Board for Franklin Elm and Spring Barlow Apartments

   The Board appointed the following members to the required Board:

Franklin Elm Apartments	**Spring Barlow Apartments**
Marnie Owen	Marna Ehrech
Nicole Mace	Marnie Owen
Zahra Mohammed	Abeer Al Zubaidy

   Motion to appoint Board Members as listed by Commissioner Mace, Seconded by Commissioner Ehrech.

   Motion carried 3 - 0

6. Fraud Policy Review

   ED Decarreau reviewed the policy framework, particularly the approach that the Board's Policy will be to instruct the management staff to develop actual procedures. This allows procedures to change with best practices without requiring the Board to amend the policy.

   Commissioner Mace asked if the proposed policy had been reviewed by an attorney. ED Decarreau noted that we circulated the draft to be sure we are taking a direction desired by the Board prior to engaging an attorney and that it would be reviewed prior to final adoption.

7. Update on Process to Replace Executive Director with CHC Board

Chairs Owen and Daley (from the CHC Board) provided an update.

Pracademic Partners is reviewing the input requested in their survey to build the search requirements. The Search Advisory Group is being recruited. This group will assist the Search Committee (Commission Chair Owen, Board Chair Daley, and Housing Initiative Director Hurley) in reviewing critical aspects of the selection process.

Recruitment of potential candidates will become formal once Pracademic Partners puts together the search materials based on the feedback of the various groups.

8. Other Business

No New Business

Motion to adjourn at 5:05 pm by Commissioner Ehrech. Seconded by Commissioner Mace.

Motion carried 3 - 0