

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:15 P.M.
November 3, 2021

ZOOM Meeting
<https://us02web.zoom.us/j/8445637676>
Dial by your location
1 646 558 8656 US
Meeting ID: 844 563 7676

*For Dial In Instructions please call our office at (802) 655 2360
prior to noon on May 12.*

MINUTES

PRESENT: Diane Potvin, Chair; Pat Raymond, Vice Chair; Bobby Arnell, Commissioner; Nicole Mace, Commissioner

ABSENT: Marnie Owen, Commissioner

OFFICERS: K.R. Decarreau, Executive Director

Meeting was called to order at 4:19 pm by Chair Potvin

1. Approve Agenda

No changes.

2. Approve Minutes of October 6, 2021

Commissioner Mace indicated that she advocated for changes that would make more affordable family housing available, not just development. The 10/6/21 minutes were amended to reflect this clarification

Motion by Commissioner Mace, Seconded by Commissioner Raymond to approve the minutes as amended.

Motion Carries 3 – 0 with Commissioner Arnell abstaining.

3. Public Comment

No Public in attendance

4. Budget Report and Meet New Accountant – Michael Guyder

A draft budget report is available. There remains material issues in the assigned costs due to the reassignment of the facilities manager to the maintenance budget. He has, historically, been in the admin budget. This predates me and I am unsure why that happened. It was likely a HUD standard.

E.D. Decarreau explained that the budget was reconstructed to reflect the business of the RAD entities rather than the public housing format that was used for the FY '21 and

'22 (current) budget. This will need to be approved. We have eliminated the former "Local Programs" categories and combined SASH with WHA for a single budget. This is streamlining the budget and should make future reporting and preparation easier.

This work is being completed I PHA Web (our software) which, when finalized, will allow a real time look at where we are financially at any given time.

Mr. Guyder explained how he reconstructed the budget and changed ratios from number of units to number of bedrooms to better reflect the effort required. He also reassigned more effort to the HAP program, which is a truer reflection of management's efforts there as well.

He then presented results for September, 2021 (half year). We are running well, but need to finalize the cost assignments to have a clear look at where we are by category. This will be available in December.

5. Update on Finances

E.D. Decarreau noted that we did not take a draw on bond funds in October, and will do so in early November. Cash will then show an increase at that time.

Commissioner Mace stated that budget reports are more informative than cash reports and no longer wishes to see this report.

6. RAD Update

Report – See Board Notes

7. Initial Strategic Planning for FY 23 Annual Plan

ED Decarreau shared the results of the meeting with the Resident Advisory Board that occurred the previous afternoon. That Board is also interested in getting more housing in the area. Minutes of the meeting are available.

8. Other Business

Commissioner Arnell announced that, since he moved out of the City, he would not seek reappointment to the Board in December when his term ends. The Board expressed appreciation for his work and noted that his perspective will be missed. He noted that if anyone had a volunteer in mind they should contact Mayor Lott.

Motion to Adjourn by Commissioner Owen, Seconded by Commissioner Raymond at 5:17 pm.

Motion Carried, 4 – 0

Next Meeting: December 1, 2021