

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:15 P.M.
February 8, 2022

ZOOM Meeting

Minutes

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

ABSENT:

OFFICERS: K.R. Decarreau, Executive Director

Meeting was called to order at 4:17 pm by Chair Potvin

1. Approve Agenda

No change

2. Approve Minutes of December 29, 2021 and January 12, 2022

Commissioner Arnell moved to approve the minutes of December 29, 2022, second by Commissioner Raymond. Carried 3 – 0 with 3 abstentions.

Commissioner Owen moved to approve the minutes of January 12, 2022, seconded by Commissioner Raymond. Motion carried 4 – 0 with abstention.

3. Public Comment

No public present

4. Budget Report

ED Decarreau noted that we continue to make progress in the new accounting system. Performance is ahead of expectations. We also noted that we are having issues with pest infestation which is causing excessive expenditures. At least one apartment was destroyed by pests and other damage for lack of contact during the pandemic.

The Board agreed to receive a presentation quarterly on the budget.

See Board Notes for discussion.

5. First Review of Personnel Manual

Commissioner Mace asked if this type of policy was common, and ED Decarreau noted that it is often part of retirement plans and was used when companies were downsizing. ED Decarreau stated that a policy recognizing this as a benefit to long serving employees was

preferred to making individual decisions. The Board agreed to move forward with an attorney review of the policy.

6. Review of Proposed Annual Plan

ED Decarreau reviewed the Draft Annual Plan.

7. Personnel Budget and Proposed Organizational Chart

ED Decarreau reviewed the Organizational Chart, Pay Standards, and budget. The final budget will be presented at the end of March.

8. Other Business

See Board Notes

Commissioner Mace noted that USCRI called to inform the school that the inhabitants of 300 Main Street (24 units, 29 children) were sent eviction notices the previous week. The Board agreed to work toward a resolution allowing the tenants who wish to remain the ability to stay.

Motion to adjourn at 5:08 by Commissioner Mace, Seconded by Commissioner Owen.

Motion carried 4 - 0