

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:15 P.M.
January 17, 2024

Zoom
For link please call (802) 655 2360 by
noon of the scheduled meeting.

MINUTES

Present: Chair Potvin; Vice Chair Raymond; Commissioner Mace; Commissioner Owen;
Commissioner Al Zubaidy

Officers: ED Decarreau; Assistant ED Beaulieu

Meeting called to order by Chair Potvin at 4:23

1. Public Comment

No members of the public in attendance

2. Approve Agenda – No Changes Proposed by Staff

No Changes

3. Approve Minutes of December 20, 2023

Motion by Commissioner Mace

Seconded by Commissioner Al Zubaidy

Motion carries: 4 - 0

4. Report from Auditor

Auditor was unable to attend

5. Organizational Issues

a. Election of Chair

Nominations:

Chair Potvin declined a nomination

ED Decarreau explained the duties of the chair and vice chair.

Chair runs the meeting and countersigns checks – Vice Chair has a stamp to sign
in the place of the chair.

Commissioner Owen was nominated by Commissioner Mace and accepted the nomination. Seconded by Commissioner Raymond.

Commissioner elected 5 – 0

b. Election of Vice Chair

Commissioner Raymond was nominated by Commissioner Mace. Seconded by Chair Owen.

Commissioner Raymond elected 5 - 0

c. Meeting Schedule

Meeting schedule remains on the third Wednesday of the month.

6. Tenant Charges Policy – Amend Charge for Lock Out

ED Decarreau confirmed that WHA will install lock boxes if purchased by the tenants. Commissioner Mace wanted assurances that anyone needing frequent support from being locked out will receive counseling and support in purchasing a lock box.

ED Decarreau noted that we have made several outreach actions to tenants

Motion to approve amendment: Commissioner Owen

Second by Commissioner Raymond

Motion carries 5 - 0

7. Salary Budget Proposal for 2024

See Board Notes

Chair Owen asked that we consider contracted out or shared with other organizations to reduce our overhead salary costs. Looking for the benefit of streamlining business processes.

No other feedback

8. Update on Housing Issues in the City of Winooski

Report on activities looking at properties for development.

Commissioner Mace notes the WHA and CHC is in a financial position to work with a consultant to build out either a new property or expand at Elm Street.

ED Decarreau summarized a conversation with Evernorth and will follow up with VFHA.

Decarreau also noted how much work was done at Elm Street that does not show, but is critical to the upgrade – electrical, insulation, windows.

Meeting of the Housing and Planning commissions in the City was not scheduled for February.

Decarreau reminded the commission about how much change is coming from HUD and will result with a significant amount of work for the staff and the commission over the summer.

WHA is working with Keen’s Crossing to support families who are in rentals, but struggling with rent. We have Project Based Vouchers – which will be tied to an apartment. After a year in the Project-Based Voucher program, families move to the top of the Tenant based voucher program.

9. Brainstorm Key Items for Agency Plan from 2025 – 2030

Commissioner Mace made it clear that we know where we are strategically with the need to build and preserve family housing. Also, what is the path out of affordable housing.

Strengthening our business relationships with our partners – including CHT, Winooski School District, City.

Come to an agreement with the City regarding inspecting our properties and maintaining a good relationship.

Commissioner Al Zubaidy asked for more outreach to families so their five year plan can be supported by the WHA plan.

Commissioner Raymond noted that burned out and/or abandoned buildings on how to bring these buildings back into use.

10. Other Business

No other business

11. Adjourn

Adjourn at 5:22

Motion to Adjourn by Commissioner Mace

Seconded by Commissioner Raymond

Motion carries – 5 - 0