



WINOOSKI HOUSING AUTHORITY

Meeting of the
Winooski Housing Authority

Board of Commissioners

Meeting Date: September 17, 2025

Meeting Place: Winooski Middle School Room

Minutes

Present: Chair Marnie Owen, Vice-Chair Pat Raymond, Commissioner Nicole Mace,
Commissioner Abeer Al Zubaidy, Commissioner Yussuf Abdullahi

Officers: ED KR Decarreau

Meeting Called to Order by Chair Owen at 4:21 pm

1. Public Comment

No public present

2. Approval of Minutes from February 19, 2025, February 27, 2025, May 21, 2025

February 19, 2025 – Public Hearing on Annual Plan

February 27, 2025 – Motion to approve by Commissioner Raymond, Seconded by
Commissioner Al Zubaidy.

Motion carries 3 – 0 2 abstentions

May 21, 2025 – Motion to Approve by Commissioner Mace, Seconded by Commissioner
Raymond.

Motion Approved 3 – 0 2 abstentions

3. Organizational Meeting

a. Selection of a Meeting Time and Place

The Board decided that regular meetings will be held six times per year with special
meetings as needed. The October meeting will be held on October 30 at 11:30 am.

Subsequent meetings will be held on the fourth Thursday of each month at 11:30 aa. The schedule will be proposed by the Executive Director at the next meeting.

All meetings will be held in person (with Zoom links available) at the Winooski School District in order to accommodate employees of the School District. Summer meetings may change location.

b. Election of Chair Person

Commissioner Raymond nominated Commissioner Owen. There being no other nominations, the Board voted 5 – 0. Chair Owen will serve another term.

c. Election of Vice-Chair and Treasurer

Vice-Chair Raymond announced that she will be stepping down from the Board when her term ends in December. Commissioner Raymond has served eleven years.

The Board agreed to allow Commissioner Raymond to serve as Vice-Chair and Treasurer throughout her term and will fill the position at the first meeting of the new Commissioner.

d. Appointment of Board Members (3)

i. Franklin Elm Apartments

New Board Members will be:

Marnie Owen

Yussuf Abdullahi

Pat Raymond

ii. Spring Barlow Apartments

New Board Members will be:

Nicole Mace

Abeer Al Zubaidy

Pat Raymond

4. Quarterly Financial Review for July

ED Decarreau noted that programs were performing with small balances in Franklin Elm and Spring Barlow. The Voucher program has a healthy balance and should be able to pay landlords for at least one and possibly two months if there is a government shut down.

Decarreau noted that it is unclear where federal spending is going with the October federal budget deadline. Proposals are showing significant cuts. It is difficult to tell what may have the votes to pass and be signed into law. We are awaiting a final budget.

Decarreau noted the cut in the SNAP program for families with refugee, asylee, or immigrant status. Commissioner Al Zubaidy noted that the cuts were forcing families to work more hours, including high schoolers. This was hurting the school performance of teens.

5. Report from Summer Activities

See attachment.

ED Decarreau also noted the closure of the RAD properties commitment to HUD for making required repairs.

Decarreau also noted that:

- Services and Support at Home (SASH) program was approved for an AmeriCorps position to host events and to conduct emergency management training for tenants. Emergency Management will be a big effort this winter and the plan is to put in recurring training.
- Tenant deaths have also been a large issue this summer. This normally happens in November, but for some reason, we have lost several folks at the end of the summer. This is creating a large vacancy and is also hard on our communities.
- We have also arranged for a full risk management review by the insurance company. This is designed to make sure we are taking all reasonable measures to prevent injuries or accidents. We are experiencing very high premiums and risk having our policy cancelled if we have a claim.
- We continue to try to address ongoing challenges of tenant's smoking in the buildings and unapproved guests (see policy below). This requires ongoing attention and building a case for court.
- WHA is also working to assist Champlain Housing Trust in purchasing the Armory property. Commissioner Mace noted there is significant push back from neighbors on the project. ED Decarreau noted that, given the lack of any vouchers, the project will likely not serve extremely low income families and will likely be a tax credit property with rents that are affordable to people with 60% - 100% median income. Some part of the project is also designed for families from 80% to 120% median income. The final design is not yet approved.
- The sprinkler system at 83 Barlow St had to go through a redesign due to the current system being out of compliance. This will cost more and take longer to complete the project.

6. Approve Use of NSPIRE Standards

This is not needed.

7. Emergency Management Policy Introduction

ED Decarreau explained that these policies were introductions for initial feedback needed before working with agencies to finalize details.

ED Decarreau discussed the policy in general, including:

- Decision making authority
- General responsibilities
- Importance of the absence of a Zero Snow statement (snow will accumulate)
- Reviewed critical concerns outlined in the policy.
- Noted that the policy is based in the National Incident Management System (NIMS)

Decarreau also noted that the procedures are normally part of a policy, but that is not the case in how we write procedures for any issue that might change and not require Board approval.

Commissioner Raymond asked about drills. Decarreau noted that they were not required, however regular training and refreshers are planned that may include YouTube videos that can be made available.

8. Unauthorized Guest Policy Introduced

ED Decarreau noted that this policy is under review by our attorney. Decarreau noted that the reduced hours present have to do with folks who may work, but live at the property – so requiring 24 hour presence is not realistic.

9. Other Business

No Other Business

Meeting adjourned at 5:23 pm. Motion carried 5 - 0