



WINOOSKI HOUSING AUTHORITY

Meeting of the
Winooski Housing Authority

Board of Commissioners

Meeting Date: October 30, 2025 11:30 AM

Meeting Place: Winooski Middle School Room

Minutes

Meeting called to order by Chair Owen at 11:48 am

Present: Marnie Owen, Chair; Pat Raymond, Vice Chair; Abeer Al Zubaidy, Commissioner

Officers: KR Decarreau, Executive Director

1. Public Comment

None

2. Approval of Minutes from September 17, 2025

Tabled. Minutes were not readable

3. Financial Position of the Voucher Program

ED Decarreau noted that WHA is tracking vouchers carefully. Projecting expenses are difficult with parts we cannot control – particularly the amount of subsidy a family will qualify for based on income. WHA is doing our best to track and will continue to reduce the number of vouchers while filling our apartments. The end of the year should be within the budget including reserves from previous years.

ED Decarreau noted that WHA is fine through December. January is the issue. There is no budget work in progress in Congress at the moment.

The issue is trying to keep landlords in the program while paying staff. WHA is also facing the City wishing to charge WHA for the Rental Registry program, which will be difficult to afford. Burlington has a similar program but exempts Burlington Housing Authority properties.

a. Approve using Unrestricted Reserves to Meet Subsidy Obligation if needed

We do not need a vote on this items. This will become an issue in the next year.

4. Annual Plan for FY 27

ED Decarreau reviewed the draft of the plan as distributed.

ED Decarreau noted that Annual Plan for FY 27. This is difficult given that funding is uncertain. Decarreau noted that without more information about the budget.

Commissioner Al Zubaidy noted that we did not have an interpreter when doing recertification visits this summer. ED Decarreau noted that a new staff member was doing these. Next year, WHA will work with interpreters, scheduling recertification visits around a given language. This should help the process. Commissioner Al Zubaidy noted that inspections are also an issue. ED Decarreau noted that Inspections will now happen with the recertification visit so the Inspector can use the same interpreter.

Commissioner Al Zubaidy noted that iPhone will translate.

5. Staffing and Health Insurance – Initial Look

ED Decarreau reviewed the proposed Organizational Chart. No change in the number of staff. The maintenance and property management department will merge.

ED Decarreau noted that part of the chart is to track equity in pay between positions. Equity is established by the impact on the organization.

No reason to change the plan. A 5% increase. WHA is happy with MVP because we never had to call them at all during the year.

6. Managed IT Services and Phone Contracts

ED Decarreau noted that WHA moved to managed IT services to Symquest and alarm phones from Consolidated to Burlington Telecom.

7. Deferred Policy Approval Report

Notification only.

- a. Emergency Management
- b. Unapproved Guests

8. Next Meeting – December 11, 2025 at 11:30 at the Winooski School District

Agreed

9. Other Business

Motion to adjourn at 12:33 pm by Commissioner Raymond. Seconded by Commissioner AlZubaidy. Motion carried 3 - 0