

WINCHESTER HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Minutes of Regular Business Meeting – June 8, 2021

REMOTE PARTICIPATION

(Due to State of Emergency COVID-19)

7:00 PM

CALL TO ORDER — Members present: Chair, Stephen Carr Anderson, Rod Gay, Brenda Kleschinsky, and Catherine Camp Boyle. Also present Executive Director Susan Cashell and John W. Hurd.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of May 11, 2021 as presented.

Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – One unit.

Maintenance and Capital Projects:

a) The maintenance staff has been busy working on routine work orders, unit turnovers, and landscaping.

b) The Sidewalk Replacement Project is nearing completion, with a walk-thru being done today. A small change order is currently being reviewed for railings as a reasonable accommodation; the cost of this will be covered from the health and safety grant.

c) The WHA has recently hired a part-time college student to help with maintenance and landscaping for the summer, and is currently in the process of interviewing for a part-time maintenance and administrative staff position.

d) John Hurd reported on the Waterpipe Project at Palmer Street; the WHA anticipates that the project specs are nearing completion and will notify the board when this is ready to go out to bid.

3. TENANT'S OPEN FORUM

There were no tenants or public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 87,612.21 for the period from May 1, 2021 to May 31, 2021.

Moved to approve by Brenda Kleschinsky and seconded by Rodney Gay, Voted 4-0.

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from May 1, 2021 through May 31, 2021.

a. Payroll	\$ 25,260.21
b. Section 8 Account	\$181,692.00
c. FSS	\$ 4,043.00

5. COST COMPARATIVES JULY 1, 2020 THROUGH APRIL 30, 2021

Moved to approve by Catherine Boyle and seconded by Rodney Gay. Voted 4-0.

6. SECTION-8 PROGRAM STATISTICS FOR MAY 2021

140 VOUCHERS ACTIVE, 2 SEARCHING

Moved to approve by Catherine Boyle and seconded by Rodney Gay. Voted 4-0.

7. REVIEW AND VOTE OF ELECTRICAL CONTRACT BID AWARD

The board received and reviewed the electrical bids, and awarded the service contract to Singh Electrical, LLC.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0.

8. DISCUSSION ON THE OPENING OF COMMUNITY ROOMS TO THE PUBLIC AND RETURNING TO IN-PERSON MEETINGS.

After a brief discussion it was decided that due to the vulnerability of our residents that the board would continue virtual meetings for the next several months and revisit this issue during the September meeting.

9. COMMITTEE REPORTS

- a) WINCHESTER HOUSING PARTNERSHIP/AFFORDABLE HOUSING COMMITTEE
- b) GROUP HOMES

Chairman Anderson suggested that the first step in any group home project is to outline the objectives and possibilities in a written proposal. The Winchester Housing Authority Board needs to determine an estimate cost to hire a consultant and also to determine the source of funding for this hiring. It was further discussed that the board would like to hire Gail Neibaur. Chairman Anderson asked Commissioner Boyle if she would outline the elements of what should be included in creating a proposal. Chairman Anderson asked Susan Cashell to follow up with Gail Neibaur as to the cost of writing a proposal and what elements would be do-able.

Moved to approve by Brenda Kleschinsky and seconded by Rod Gay. Voted 4-0

10. ADJOURNMENT

Moved to adjourn at 8:45 PM by Brenda Kleschinsky and seconded by Rodney Gay. Voted 4-0.