

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting – January 8, 2019  
Westley Street Community Room  
7:00 PM**

**CALL TO ORDER** – Members present: Chair Stephen Carr Anderson, Richard Rohan, Catherine Camp Boyle and Rod Gay. Brenda Kleschinsky was absent. Also present, Executive Director John W. Hurd and tenants Ellen LeMay and Joyce Bennett.

**1. MINUTES**

The Board reviewed and approved the Minutes of the Regular Meeting of November 14, 2018 as presented.

**Moved to approve by Catherine Boyle and seconded by Rod Gay. Richard Rohan abstained having been absent at the November meeting.**

**Voted 3-0**

**2. MINUTES**

Mr. Anderson stated that there is not a quorum of members present that were in attendance at the December 11, 2018 meeting therefore a vote on this item should be postponed.

**Moved to postpone by Richard Rohan and seconded by Rod Gay.**

**Voted 4-0**

**3. DIRECTOR HURD REPORTED**

>Zero vacancies

>The maintenance staff has been working on routine work order and snow preparations.

>No capital project in process.

**4. TENANT'S OPEN FORUM**

No tenant comments.

**5. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$70,959.13 for the period from December 1, 2018 through December 31, 2018.

**Moved to approve by Catherine Boyle and seconded by Rod Gay.**

**Voted 4-0**

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from December 1, 2018 through December 31, 2018.

a. Payroll	\$21,610.18
b. Section 8 Account	\$145,733.00
c. FSS	\$4,421.00

**6. SECTION 8 PROGRAM STATISTICS FOR DECEMBER 2018**

136 VOUCHERS ACTIVE, 1 SEARCHING, 7 PENDING

**7. JULY 1, 2018 – OCTOBER 31, 2018 COST COMPARATIVE STATEMENTS**

**Moved to approve by Richard Rohan and seconded by Catherine Boyle.**

**Voted 4-0**

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**8. JULY 1, 2018 – NOVEMBER, 2018 COST COMPARATIVE STATEMENTS**

Moved to approve by Richard Rohan and seconded by Catherine Boyle.  
Voted 4-0

**9. UPDATE ON THE PURCHASE 10 CHESTER STREET, WINCHESTER, MA**

Mr. Anderson reiterated the complexity of working with multiple parties on this matter. The expectation is to have all of the required documentations signed by all parties within the next few weeks in preparation for the closing.

**10. UNIT LOCKOUT POLICY**

Mr. Hurd reported that there continues to be a significant number of apartment lock-out calls, including three the previous week. These calls require a maintenance staff member to come back into work on over-time creating an added payroll expense for WHA. Mr. Hurd also stated that many housing authorities charge a lock-out fee in the \$25.00 to \$50.00 range as a deterrent and to compensate for the staff over-time. The Board was receptive to the idea for the reasons stated. Mr. Anderson suggested a more reasonable lock-out charge of \$25.00 and monitor the situation going forward.

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

**11. NEW BUSINESS**

Catherine Boyle reviewed a previously voted item to implement a new point-based system of preferences for the WHA Housing Choice Voucher Program that would include: veteran, disabled, displaced by domestic violence and homeless. Ms. Boyle further stated that the implementation was delayed until the point values are finalized and the language in the Administrative Plan is amended and approved by the Board. Ms. Boyle did some additional research on this matter and suggested that she and Mr. Hurd meet to discuss potential language and point system options for the Board's review at a future meeting.

**12. COMMITTEE REPORTS**

- a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
- b. ENERGY CONSERVATION SUBCOMMITTEE
- c. GROUP HOME SUBCOMMITTEE

**13. ADJOURNMENT**

Moved to adjourn at 8:30 PM by Richard Rohan and seconded by Rod Gay.  
Voted 4-0