

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting – December 10, 2019
Palmer Street Community Room
7:00 PM**

CALL TO ORDER – Members present: Chair Stephen Carr Anderson, Rod Gay, and Kathleen Darcy. Catherine Camp Boyle and Brenda Kleschinsky were absent. Also present Executive Director John W. Hurd. There were no residents present.

1. MINUTES

The Minutes of the Regular Meeting of August 13, 2019 as presented.

Moved to postpone by Kathleen Darcy and seconded by Rod Gay because there was not a quorum of members present at the August meeting.

Voted 3-0

2. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of November 12, 2019 as presented.

Moved to approve by Rod Gay and seconded by Kathleen Darcy.

Voted 3-0

3. DIRECTOR'S REPORT

>Zero vacancies

>The maintenance staff has been working on routine work orders and snow removal.

> The electrical panel upgrade at Westley Street is out to bid. Bids are due in early January.

> The unit rehabilitation project at 10 Chester Street is out to bid. Bids are due in late December.

>The annual holiday parties sponsored by the Rotary Club are scheduled for Tuesday, December 10, 2019. The party at Westley will begin at 5:00 PM and the party at Palmer will begin at 5:30 PM.

4. TENANT'S OPEN FORUM

There were no tenants in attendance.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$36,097.74 for the period from November 1, 2019 through November 30, 2019.

Moved to approve by Kathleen Darcy and seconded by Rod Gay.

Voted 3-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from November 1, 2019 through November 30, 2019.

a. Payroll	\$22,707.83
b. Section 8 Account	\$170,061.00
c. FSS	\$7,583.00

6. SECTION 8 PROGRAM STATISTICS FOR NOVEMBER 2019

145 VOUCHERS ACTIVE, 2 SEARCHING

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7. **JULY 1, 2019 – OCTOBER 31, 2019 COST COMPARATIVE STATEMENTS**
Moved to approve by Rod Gay and seconded by Kathleen Darcy.
Voted 3-0

8. **UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA**
Mr. Hurd reiterated that the unit rehabilitation project at 10 Chester Street is out to bid. The bids are due in late December.

9. **NEW BUSINESS**

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

11. **ADJOURNMENT**
Moved to adjourn at 7:55 PM by Kathleen Darcy and seconded by Rod Gay.
Voted 3-0