

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS
AGENDA**

**Minutes of Regular Business Meeting Tuesday, February 19, 2019
41 Palmer Street Community Room
7:00 PM**

CALL TO ORDER – Members present: Chair Stephen Carr Anderson, Vice Chair Richard Rohan, Catherine Camp Boyle and Rod Gay. Brenda Kleschinsky was absent. Also present Executive Director John W. Hurd and tenant Sarah Curtis.

1. MINUTES

The Board reviewed the Minutes of the Regular Meeting of December 11, 2018 as presented. Mr. Anderson pointed out that there was not a quorum of members present that were in attendance at the December meeting.

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

Voted 4-0

2. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of January 8, 2019 as presented.

Moved to approve by Richard Rohan and seconded by Rod Gay.

Voted 4-0

3. DIRECTOR'S REPORT

>Zero vacancies

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

>No capital project in process.

4. TENANT'S OPEN FORUM

Palmer tenant Sarah Curtis reported that there are number of hanging limbs at the rear of Building 47. Mr. Hurd stated he would follow-up on that report and have maintenance remove the limbs.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$69,739.32 for the period from January 1, 2019 through January 31, 2019.

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

Voted 4-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from January 1, 2019 through January 31, 2019

a. Payroll	\$26,624.90
b. Section 8 Account	\$143,144.00
c. FSS	\$4,762.00

6. SECTION 8 PROGRAM STATISTICS FOR JANUARY 2019

135 VOUCHERS ACTIVE, 7 SEARCHING

7. JULY 1, 2018 – DECEMBER 31, 2018 COST COMPARATIVE STATEMENTS

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

Voted 4-0

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8. **QUARTERLY OPERATING STATEMENTS ENDING DECEMBER 31, 2018**
Moved to approve by Catherine Boyle and seconded by Rod Gay.
Voted 4-0
9. **QUARTERLY OPERATING STATEMENTS ENDING DECEMBER 31, 2018**
Moved to approve by Catherine Boyle and seconded by Richard Rohan.
Voted 4-0
10. **UPDATE ON THE PURCHASE 10 CHESTER STREET, WINCHESTER, MA**
Mr. Hurd reiterated the difficulty 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.
11. **5-YEAR CAPITAL PLAN UPDATE**
The Board reviewed and approved the updated WHA Capital Plan.
Moved to approve by Catherine Boyle and seconded by Richard Rohan.
Voted 4-0
12. **SECTION 8 PREFERENCE DISCUSSION**
Mr. Hurd presented to the Board with proposed language for the Board's consideration to add additional preferences for the WHA Housing Choice Voucher Program applicants including: veteran, disabled, displaced by domestic violence and homeless. Since this new language was just presented to the Board at the meeting, Mr. Hurd suggested that the Board take the opportunity to read and evaluate the proposed changes in preparation for a vote at the March Board meeting. The Board concurred.
13. **COMMITTEE REPORTS**
 - a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
 - b. ENERGY CONSERVATION SUBCOMMITTEE
 - c. GROUP HOME SUBCOMMITTEE
14. **ADJOURNMENT**
Moved to adjourn at 8:20 PM by Richard Rohan and seconded by Rod Gay.
Voted 4-0