

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting Monday, March 11, 2019  
13 Westley Street Community Room  
6:00 PM**

**CALL TO ORDER** – Members present: Chair Stephen Carr Anderson, Vice Chair Richard Rohan, Catherine Camp Boyle, Brenda Kleschinsky and Rod Gay. Also present Executive Director John W. Hurd, Section 8 Administrator Susan Cashell, Section 8 Program Consultant Gail Neibaur and attached resident attendance list.

**1. RECOGNITION OF COMMISSIONER RICHARD ROHAN’S 12-YEARS OF SERVICE AS A MEMBER OF THE WINCHESTER HOUSING AUTHORITY**

Each Board member, Director Hurd and a number of resident’s in attendance expressed their sincere appreciation to retiring Commissioner Richard Rohan for his many years of dedicated service to Winchester Housing. Mr. Rohan thanked everyone and said he enjoyed his experience and the important work done at WHA.

**2. MINUTES**

The Board reviewed and approved the Minutes of the Regular Meeting of December 11, 2018 that was previously postponed.

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

**Voted 3-0** Stephen Anderson and Catherine Boyle abstained because they were not in attendance at the December meeting.

**3. MINUTES**

The Board reviewed and approved the Minutes of the Regular Meeting of February 19, 2019 as presented.

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

**Voted 4-0** Brenda Kleschinsky abstained because she was not in attendance at the February meeting.

**4. TENANTS OPEN FORUM**

No Comments

**5. SECTION 8 PREFERENCE CHANGES**

The Board was presented with proposed language developed with input from Commissioner Catherine Boyle, Consultant Gail Neibaur and Section 8 Administrator Susan Cashell for the Board’s consideration to add additional preferences for WHA Housing Choice Voucher Program applicants including: veteran, disabled, displaced by domestic violence and homeless. Ms. Neibaur and Ms. Cashell were in attendance to answer a number of questions from the Board.

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

**Voted 5-0**

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**6. SECTION 8 ADMINISTRATIVE PLAN UPDATES**

Along with language just voted by the Board to add WHA Section 8 applicant preferences, Consultant Gail Neibaur presented the Board with a number of new regulatory updates (attached) that she recommended also be added to the WHA Section 8 Administrative Plan. Ms. Neibaur and Ms. Cashell answered several questions from the Board.

**Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.  
Voted 5-0**

**7. DIRECTOR'S REPORT**

>Zero vacancies

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

>Preparing for the installation of new siding, windows and electrical service at 301-301 Cross Street to begin in early April.

**8. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$138,996.81 for the period from February 1, 2019 through February 28, 2019.

**Moved to approve by Brenda Kleschinsky and seconded by Richard Rohan.  
Voted 5-0**

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from February 1, 2019 through February 28, 2019

a. Payroll	\$20,927.03
b. Section 8 Account	\$141,510
c. FSS	\$4,767

**9. SECTION 8 PROGRAM STATISTICS FOR FEBRUARY 2019**

135 VOUCHERS ACTIVE, 7 SEARCHING

**10. JULY 1, 2018 – JANUARY 31, 2019 COST COMPARATIVE STATEMENTS**

**Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.  
Voted 5-0**

**11. CERTIFICATE OF CORPORATE VOTE FOR THE PURCHASE 10 CHESTER STREET,  
WINCHESTER, MA**

**Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.  
Voted 5-0**

**12. COMMITTEE REPORTS**

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

**13. ADJOURNMENT**

**Moved to adjourn at 8:40 PM by Brenda Kleschinsky and seconded by Rod Gay.  
Voted 5-0**