

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS
AGENDA**

**Minutes of Business Meeting, Tuesday, April 9, 2019
41 Palmer Street Community Room
7:00 PM**

CALL TO ORDER – Members present: Stephen Anderson, Catherine Camp Boyle, Brenda Kleschinsky and Kathleen Darcy. Rod Gay was absent. Also present Executive Director John W. Hurd, Accountant Richard Conlon Jr. and attached resident attendance list.

1. **WELCOME TO NEW ELECTED COMMISSIONER KATHLEEN K. DARCY**
The Board welcomed newly elected Board Member Kathleen Darcy.

2. **ANNUAL ELECTION OF OFFICERS**
Nomination of Stephen Carr Anderson as Chairperson was made by Brenda Kleschinsky.
**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle
Voted 4-0**
Nomination of Rodney Gay as Vice Chairperson was made by Stephen Carr Anderson.
**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle
Voted 4-0**

3. **MINUTES**
The Board reviewed and approved the Minutes of the Regular Meeting of March 11, 2019 as presented.
**Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.
Voted 4-0. Kathleen Darcy abstained since she was not a member of the Board at that point Time.**

4. **TENANT'S OPEN FORUM**
>Tenant Mary Leyden reported that cars continue to use the Palmer Complex as a turn-around and sometimes speed through.
>Tenant Patricia Sevier reported that she smells smoke in her building #33. Mr. Hurd said he would follow-up on the matter.
>Tenant Jean Killker reported that two of her railing window boxes were missing. Mr. Hurd stated that the boxes were removed from the balcony railings after a week's notice for being painting last fall. Mr. Hurd further stated that the window boxes in question were rusted, unsightly and not in use as a planter for a number of years. Mr. Hurd agreed to look into their whereabouts.

5. **Fiscal 2019 Budget Revision**
Director Hurd reported that WHA has received additional operating subsidies for the 400-01 program for fiscal 2019 (detailed report attached) that require a budget revision. Accountant Richard Conlon Jr. stated that the revisions reflect increases in rental income, retained earnings and extraordinary maintenance. The Board asked several questions that were answered by Mr. Conlon and Mr. Hurd.
**Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.
Voted 4-0**

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6. **Contract for Accounting Services by and between Winchester Housing Authority and Richard W. Conlon Jr., CPA**
The Board reviewed, discussed and approved a new 3-year contract for Fee Accountant Richard Conlon Jr.
**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle
Voted 4-0**

7. **DIRECTOR'S REPORT**
>Two vacancies, new tenant leases expected to begin on May 1st.
>The maintenance staff has been working on routine work order and grounds work.
>Preparing for the installation of new siding, windows and electrical service at 301-301 Cross Street to begin on April 22nd.

8. **FINANCIALS**
The Board reviewed and approved the Accounts Payable Warrant totaling \$42,571.92 for the period from March 1, 2019 through March 31, 2019.
**Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.
Voted 4-0**
The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from March 1, 2019 through March 31, 2019
 - a. Payroll \$20,862.22
 - b. Section 8 Account \$142,233.00
 - c. FSS \$4,816.00

9. **JULY 1, 2018 – FEBRUARY 28, 2019 COST COMPARATIVE STATEMENTS**
**Moved to approve by Catherine Boyle and seconded by Kathleen Darcy Kleschinsky.
Voted 4-0**

10. **SECTION 8 PROGRAM STATISTICS FOR MARCH 2019**
VOUCHERS ACTIVE, 136 SEARCHING, 3 PENDING, 4 SEARCHING

11. **NEW SECTION 8 PAYMENT STANDARDS**
**Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.
Voted 4-0**

12. **CERTIFICATION OF COMPLIANCE WITH NOTIFICATION PROCEDURES FOR FEDERAL AND STATE LEAD PAINT LAWS**
**Moved approval by Brenda Kleschinsky and seconded by Catherine Boyle
Voted 4-0**

13. **REQUEST FOR PROPOSALS FOR THE PURCHASE OF A CONDOMINIUM OR SINGLE-FAMILY HOUSE IN THE TOWN OF WINCHESTER, MA**
The WHA is issuing an RFP (attached) to property owner(s) to sell to WHA a 2- or 3-bedroom condominium unit or single-family house in the town of Winchester for the purpose of creating an additional low-income affordable housing unit.
**Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.
Voted 4-0**

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14. COMMITTEE REPORTS

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

15. ADJOURNMENT

Moved to adjourn at 8:42 PM by Brenda Kleschinsky seconded by Kathleen Darcy.
Voted 4-0