

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Business Meeting – October 13, 2020

REMOTE PARTICIPATION

(Due to State of Emergency COVID-19)

7:00 PM

CALL TO ORDER – Members present: Chair, Stephen Carr Anderson, Rod Gay, Brenda Kleschinsky and Kathleen Darcy. Catherine Camp Boyle was absent. Also present Executive Director John W. Hurd.

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of September 8, 2020 as presented.

Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.

Voted 4-0

2. DIRECTOR’S REPORT

There is 1-unit vacancy

>The maintenance staff has been working on cleaning and disinfecting buildings, work orders and grounds maintenance.

> Jupiter Electric has completed the electrical panel upgrade at the Westley Street Complex. Now waiting on final inspection from the building Department

>Planning for the interior water pipe replacement project at Palmer Street is in process.

3. TENANT’S OPEN FORUM

No tenants were present to comment.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$36,505.74 for the period from September 1, 2020 through September 30, 2020.

Moved to approve by Rod Gay 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 September 1, 2020 through September 30, 2020.

a. Payroll	\$21,447.54
b. Section 8 Account	\$175,771.00
c. FSS	\$5,772.00

5. SECTION-8 PROGRAM STATISTICS FOR SEPTEMBER 2020

141 VOUCHERS ACTIVE, 1 SEARCHING, 1 PENDING

6. APPROVAL OF BOARD RESOLUTION TO CONTRACT WITH FRG CONTRACTOR CORPORATION FOR THE REPLACEMENT OF THREE SEPARATE 705 ROOFS

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

Voted 4-0

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

7. **UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA**
Director Hurd reported that Marino Construction is making good progress on the rehabilitation project at 10 Chester Street with an expected completion date in mid-November.

8. **DISCUSSION ON FISCAL 2021 CAPITAL EXPENDITURES**
Director Hurd reported that WHA will be moving forward with the Capital Plan for 2021 which will include the replacement of the hot and cold-water pipes in all units at the Palmer Street site. Additionally, there are funds available in the 2021 budget for health and safety related projects including the repaving of many unsafe sidewalks.

9. **COMMITTEE REPORTS**
 - a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
 - b. GROUP HOME

10. **ADJOURNMENT**
Moved to approve by Brenda Kleschinski and seconded by Kathleen Darcy.
Voted 4-0

WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Minutes of Regular Business Meeting – November 24, 2020
REMOTE PARTICIPATION
(Due to State of Emergency COVID-19)
7:00 PM

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

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of October 13, 2020 as presented.

Moved to approve by Rod Gay and seconded by Brenda Kleschinsky.

Voted 4-0

2. DIRECTOR’S REPORT

>Zero vacancies

>The maintenance staff has been working on routine work orders, leaf removal and preparing winter equipment.

> The electrical panel upgrade at Westley Street in complete pending a final inspection. .

> Engineering and planning is in process for the water pipe replacement project it should be ready to go out to bid in January.

3. TENANT’S OPEN FORUM

No Tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$241,201.75 for the period from October 1, 2020 through October 31, 2020.

Moved to approve by Rod Gay 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 October 1, 2020 through October 31 2020.

a. Payroll	\$27,424.91
b. Section 8 Account	\$177,822.00
c. FSS	\$5,585.00

5. SECTION-8 PROGRAM STATISTICS FOR OCTOBER 2020

141 VOUCHERS ACTIVE, 1 SEARCHING, 1 PENDING

6. QUARTERLY MODERNIZATION REPORT ENDING SEPTEMBER 30, 2020

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle.

Voted 4-0

7. QUARTERLY OPERATING STATEMENTS ENDING SEPTEMBER 30, 2020

Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.

Voted 4-0

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

8. FISCAL 2020 BUDGET REVIEW AND APPROVAL

The Board reviewed three draft budget options presented by Accountant Richard Conlon. Mr. Conlon stated that the DHCD guidelines includes a 4% reduction for fiscal 2021. This reduction must be absorbed through line-item reductions and/or by use of reserve funds. Mr. Conlon reviewed each proposed budget. He also commented on the very high favorability of WHA's financial condition, including a very healthy reserve. The Board asked a number of questions about budget line items that were answered by Mr. Conlon.

Moved to approve the 400-01 Budget option-1 by Brenda Kleschinsky and seconded by Rodney Gay.

Voted 4-0

Moved to approve the Section 8 Budget option-1 by Brenda Kleschinsky and seconded by Rodney Gay.

Voted 4-0

Moved to approve the Section 8 Budget option-1 by Brenda Kleschinsky and seconded by Rodney Gay.

Voted 4-0

9. PAYMENT TO MARINO CONSTRUCTION FOR THE REHABILITATION AT 10

Mr. Hurd reported that the rehabilitation project at 10 Chester Street is near completion and WHA has a new tenant prepared to take residency on December 1, 2020. Mr. Hurd also expressed his very high satisfaction of the work done by Marino Construction.

Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky.

Voted 4-0

10. COMMITTEE REPORTS

- a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
- b. GROUP HOME

11. ADJOURNMENT

Moved to adjourn at 8:55 PM by Brenda Kleschinsky and seconded by Rod Gay.

Voted 4-0