

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting – October 8, 2019
Palmer Street Community Room
7:00 PM**

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

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of September 10, 2019 as presented.

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

Kathleen Darcy abstained because she was not in attendance at the September meeting.

Voted 3-0

2. DIRECTOR’S REPORT

>Zero vacancies

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

> Engineering and planning is in process for the electrical panel upgrade at Westley Street. The project is expected to go out to bid in late October or November of this year.

> Engineering and planning is in process for the unit rehabilitation at 10 Chester Street and it should be ready to go out to bid in November.

3. TENANT’S OPEN FORUM

Palmer Tenant President Ruba Gnanaratnam asked if the weeping tree outside the community room could be trimmed. Mr. Hurd stated that trimming will get done in the next few days.

4. FISCAL 2020 BUDGET DISCUSSION AND VOTE

The Board reviewed the draft budget presented by Accountant Richard Conlon, Jr. He stated that DHCD had approved a 3% increase in the administrative budget for fiscal 2020. Mr. Conlon reviewed each proposed budget. He also commented on the high favorability of WHA’s financial condition, including a very healthy reserve. The Board asked several questions about budget line items that were answered by Mr. Conlon.

**Moved to approve the 400-01 Budget by Kathleen Darcy and seconded by Rod Gay.
Voted 4-0**

**Moved to approve the Section 8 Budget by Kathleen Darcy and seconded by Rod Gay.
Voted 4-0**

**Moved to approve the Section 8 Budget by Kathleen Darcy and seconded by Rod Gay.
Voted 4-0**

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5. **EXECUTIVE DIRECTOR JOHN W. HURD FISCAL 2020 SALARY CALCULATION**
Accountant Richard Conlon Jr. reviewed the Executive Director salary calculation worksheet provided by the Department of Housing & Community Development as it applies to Executive Director John W. Hurd's salary recommendation for fiscal 2020.

Moved to approve by Kathleen Darcy and seconded by Catherine Boyle.

Voted 4-0

6. **FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$99,404.63 for the period from September 1, 2019 through September 30, 2019.

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 September 1, 2019 through September 30, 2019.

- | | |
|----------------------|-------------|
| a. Payroll | \$20,303.63 |
| b. Section 8 Account | \$166,869 |
| c. FSS | \$6,544 |

7. **SECTION 8 PROGRAM STATISTICS FOR SEPTEMBER 2019**

141 VOUCHERS ACTIVE, 4 SEARCHING

8. **JULY 1, 2019 – AUGUST 1, 2019 COST COMPARATIVE STATEMENTS**

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

Voted 4-0

9. **NEW BUSINESS**

10. **COMMITTEE REPORTS**

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

Commissioner Boyle reported that she met with Tim Brown, the Director of Innovation and Strategy, at Northeast Arc regarding the possibility of a project similar to one that another human services agency runs in collaboration with the Newton Housing Authority. When complete, the project would comprise two 2-bedroom units at the Parkview, plus a duplex, leased to a human services agency, which would undertake tenant selection and provide weekly on-site case management. Individual tenants could receive drop in services through Group Adult Foster Care, and, as appropriate, through the Department of Developmental Services. The project would be undertaken in stages, one unit at a time. A follow up meeting is planned. An appropriate starting point would be to have Tim Brown participate with the WHA in a presentation of the concept to the Select Board, including the reasoning for proceeding one unit at a time, and the advantages of having all four units on board.

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11. ADJOURNMENT

Moved to adjourn at 8:55 PM by Kathleen Darcy and seconded by Rod Gay.

Voted 4-0