

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting – November 12, 2019  
Westley Street Community Room  
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 Executive Director John W. Hurd and attached resident attendance list.

**1. MINUTES**

The Minutes of the Regular Meeting of August 13, 2019.

**Moved to postpone by Catherine Boyle and seconded by Rod Gay because there was not a quorum of members present at the August meeting.**

**Voted 4-0**

**MINUTES**

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

**Moved to approve by Rod Gay and seconded by Catherine Boyle. Brenda Kleschinsky abstained having not been in attendance at the October 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 for the electrical service upgrade at Westley is complete and the job is expected to go out to bid in late November.

> Engineering and planning are complete for the unit rehabilitation at 10 Chester Street and is expected to go out to bid in late November.

**3. TENANT’S OPEN FORUM**

Tenants June McInnis, Joyce Bennett and Muriel Crum voiced their sincere satisfaction and thanks for the Farmer’s Market and Food Links programs which brought food products to WHA each week.

**4. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$74,194.13 for the period from October 1, 2019 through October 31, 2019.

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

- a. Payroll \$25,475.12
- b. Section 8 Account \$167,862.00
- c. FSS \$7,847.00

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

**Voted 4-0**

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5. JULY 1, 2019 – SEPTEMBER 30, 2019 COST COMPARATIVE STATEMENTS  
Moved to approve by Catherine Boyle and seconded by Rod Gay.  
Voted 4-0
  
6. QUARTERLY OPERATING STATEMENTS ENDING SEPTEMBER 30, 2019  
Moved to approve by Catherine Boyle and seconded by Rod Gay.  
Voted 4-0
  
7. QUARTERLY MODERNIZATION REPORT ENDING SEPTEMBER 30, 2019  
Moved to approve by Catherine Boyle and seconded by Rod Gay.  
Voted 4-0
  
8. SECTION 8 PROGRAM STATISTICS FOR OCTOBER 2019  
144 VOUCHERS ACTIVE, 4 SEARCHING
  
9. SECTION 8 PROGRAM ACCEPTANCE OF UPDATED UTILITY ALLOWANCES  
EFFECTIVE DECEMBER 1, 2019  
Moved to approve by Rod Gay and seconded by Catherine Boyle.  
Voted 4-0
  
10. NEW BUSINESS
  
11. COMMITTEE REPORTS
  - a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
  - b. ENERGY CONSERVATION SUBCOMMITTEE
  - c. GROUP HOME SUBCOMMITTEE

Commissioner Boyle reported that she had an additional conversation with Tim Brown, the Director of Innovation and Strategy, at Northeast Arc regarding the purchase of two 2-bedroom units at the Parkview as previously reported. The Board was receptive to the idea. Commissioner Anderson recommended the Board prepare a detailed proposal for the Select Board's review prior to requesting funding from the Town's Affordable Housing Fund.
  
12. ADJOURNMENT  
Moved to adjourn at 8:05 PM by Catherine Boyle and seconded by Rod Gay.  
Voted 4-0