

**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**

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**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**