

**WINCHESTER HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Minutes of Regular Business Meeting – December 15, 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, Catherine Camp Boyle and Kathleen Darcy. Also present Executive Director John W. Hurd.

**1. MINUTES**

The Board reviewed and approved the Minutes of the Regular Meeting of November 15, 2020 as presented.

**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Kathleen Darcy abstained having not been present at the November meeting. Voted 4-0**

**2. DIRECTOR’S REPORT**

>One unit vacancy

>The maintenance staff has been working on routine work orders and leaf and snow removal.

> The engineering and planning are in process for the waterpipe replacement project at Palmer Street and should be ready to go out to bid in January.

>Mr. Hurd reported his intention to retire from Winchester Housing Authority this coming spring a date to be determined. He thanked the Board for their confidence in him and is proud of the many accomplishments that he and the Board were able to achieve during his tenure.

**3. TENANT’S OPEN FORUM**

There were no tenants or members of the public present.

**4. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$44,498.65 for the period from November 1, 2020 through November 30, 2020.

**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0**

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from November 1, 2020 through November 30, 2020.

- a. Payroll \$22,196.76
- b. Section 8 Account \$175,465.00
- c. FSS \$5,993.00

**5. SECTION-8 PROGRAM STATISTICS FOR NOVEMBER 2020**

141 VOUCHERS ACTIVE, 1 SEARCHING, 1 PENDING

**6. SECTION-8 PROGRAM UTILITY ALLOWANCE EFFECTIVE DECEMBER 1, 2020**

**Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky. Voted 4-0**

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**7. DAUWER ASSOCIATES SCOPE OF WORK FOR SERVICES TO CONDUCT AN EXECUTIVE SEARCH**

Mr. Hurd presented to the Board a proposal from personnel search consultant Leo Dauwer for the purpose of performing a search for a new Executive Director. He further stated that Mr. Dauwer was the consultant that WHA used during the last Executive Director search and hiring process in 2013.

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

**Voted 5-0**

**8. UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA**

Mr. Hurd reported that the rehabilitation has been completed. He further stated that the end result was excellent and he was very happy with the work of the contractor Marino Construction.

**9. DELINQUENT TENANT RENT WRITE-OFFS FOR FISCAL 2020**

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

**Voted 5-0**

**10. COMMITTEE REPORTS**

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

**11. ADJOURNMENT**

**Moved to adjourn at 7:50 PM by Catherine Boyle and seconded by Rod Gay.**

**Voted 5-0**