

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular Business Meeting Minutes – March 9, 2021**

**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. ANNUAL PLAN FISCAL 2022 UPDATE PUBLIC HEARING**

Chairman Anderson opened the hearing. The Annual Plan for fiscal 2022 was presented. There were no members of the public present. Chairman Anderson closed the hearing.

**2. ANNUAL PLAN UPDATE REVIEW AND APPROVAL**

The Annual Plan for fiscal 2022 was reviewed by the Board. Mr. Hurd stated that the Annual Plan is a document that summarizes the over-all operation of the Authority including, but not limited to, maintenance, capital planning and operating policies and procedures. This plan is a new yearly requirement by DHCD. The Board commented on the thoroughness of the plan and posed questions about operating procedures and the tenant survey.

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

**Voted 5-0**

**3. MINUTES**

The Board reviewed and approved the Minutes of the Regular Meeting of February 9, 2021 as presented.

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

**Voted 5-0**

**4. DIRECTOR'S REPORT**

>One unit vacancy

>The maintenance staff has been working on routine work orders, unit turnovers, and spring cleanup.

> The engineering and planning is complete for the waterpipe replacement project at Palmer Street and should be ready to go out to bid in late March.

**5. TENANT'S OPEN FORUM**

There were no tenants or members of the public present.

**6. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$115,436.04 for the period from February 1, 2021 through February 28, 2021.

**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 February 1, 2021 through February 28, 2021.

- |                      |             |
|----------------------|-------------|
| a. Payroll           | \$24,831.86 |
| b. Section 8 Account | \$180,715   |
| c. FSS               | \$5,529.00  |

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7. **COST COMPARATIVES JULY 1, 2020 THROUGH JANUARY 31, 2021**  
Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.  
Voted 5-0
  
8. **SECTION-8 PROGRAM STATISTICS FOR FEBRUARY 2021**  
Mr. Hurd reported there were 142 active vouchers and 1 searching
  
9. **FRG CONTRACTING, ROOF (3) REPLACEMENT PROJECT #344043, PAYMENT-1**  
The Board reviewed the payment application for the replacement of roofs at 705 homes at: 55 Palmer Street, 34 Lockland Street and 117 Cambridge Street.  
Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.  
Voted 5-0
  
10. **EXECUTIVE DIRECTOR SEARCH UPDATE**  
Mr. Hurd reported that the Executive Director search is being performed by Consultant Leo Dauwer. Mr. Dauwer has advertised the position in various publications and would report back to the Board. The deadline for applicants is March 17, 2021.
  
11. **COMMITTEE REPORTS**
  - a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
  - b. GROUP HOME
  
12. **ADJOURNMENT**  
Moved to adjourn at 8:05 PM by Brenda Kleschinsky and seconded by Rod Gay.  
Voted 5-0

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