

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting – March 10, 2020
Westley Street Community Room
7:00 PM**

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

1. MINUTES

The Board reviewed and approved the minutes of the Regular Meeting of February 11, 2020.

**Moved to approve by Rod Gay and seconded by Kathleen Darcy.
Voted 3-0**

2. DIRECTOR’S REPORT

Zero vacancies

>The maintenance staff has been working on routine work orders and preparation of equipment for spring and summer landscaping.

> Jupiter Electric was the successful low bidder for the electrical panel upgrade at the Westley Street Complex. The project should begin in April.

3. TENANT’S OPEN FORUM

No notable comments.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$55,303.71 for the period from February 1, 2020 through February 29, 2020.

**Moved to approve by Kathleen Darcy and seconded by Rod Gay.
Voted 3-0**

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from February 1, 2020 through February 29, 2020.

a. Payroll	\$21,050.18
b. Section 8 Account	\$172,629.00
c. FSS	\$7,100.00

5. JULY 1, 2019 – JANUARY 31, 2020 COST COMPARATIVE STATEMENTS

**Moved to approve by Kathleen Darcy and seconded by Rod Gay.
Voted 3-0**

6. SECTION 8 PROGRAM STATISTICS FOR FEBRUARY 2020

145 VOUCHERS ACTIVE 1 SEARCHING, 1 PENDING

7. 5-YEAR CAPITAL PLAN UPDATE

**Moved to approve by Rod Gay and seconded by Kathleen Darcy.
Voted 3-0**

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8. CONTRACT FOR GFI INSTALLATION AND PANEL REPLACEMENT AT JOHN DOHERTY APARTMENTS WITH JUPITER ELECTRIC, INC. F#344034
Moved to approve by Kathleen Darcy and seconded by Rod Gay.
Voted 3-0

9. UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA
Mr. Hurd reported that the bid package for the rehabilitation of the unit was sent out to bid with a deadline of March 20, 2020.

10. NEW BUSINESS

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

12. ADJOURNMENT
Moved to adjourn at 7:45 PM by Kathleen Darcy and seconded by Rod Gay.
Voted 3-0