

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Business Meeting – May 12, 2020

**Virtually
7:00 PM**

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

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of April 21, 2020 as presented.

Moved to approve by Kathleen Darcy and seconded by Catherine Boyle.

Voted 5-0

2. DIRECTOR’S REPORT

>Zero vacancies.

>The maintenance staff has been working on cleaning and disinfecting buildings, emergency work orders and grounds maintenance work.

> Jupiter Electric has been prepared for the electrical panel upgrade at the Westley Street Complex. The start of the project is postponed due to the pandemic until further notice.

3. TENANT’S OPEN FORUM

There were no comments.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$62,504.41 for the period from April 1, 2020 through April 30, 2020.

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

a. Payroll	\$26,291.49
b. Section 8 Account	\$169,912.00
c. FSS	\$7,475.00

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

Moved to approve by Brenda Kleschinski and seconded by Kathleen Darcy.

Voted 5-0

6. SECTION 8 PROGRAM STATISTICS FOR APRIL 2020

143 VOUCHERS ACTIVE

7. SECTION 8 PROGRAM UPDATES COVID-19 WAIVERS

Moved to approve by Brenda Kleschinski and seconded by Catherine Boyle.

Voted 5-0

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8. QUARTERLY OPERATING STATEMENTS ENDING MARCH 31, 2020
Moved to approve by Brenda Kleschinski and seconded by Kathleen Darcy.
Voted 5-0

9. QUARTERLY MODERNIZATION REPORT ENDING MARCH 31, 2020
Moved to approve by Rod Gay and seconded by Catherine Boyle.
Voted 5-0

10. UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA
Mr. Hurd reported that the low bid of \$129,000 was received from Marino Construction of Chelmsford, MA. for the rehabilitation of the unit. The contractor's references were satisfactory and the next agenda item will be to approve a contract with a start date is to be determined.
Moved to approve by Kathleen Darcy and seconded by Rod Gay.
Voted 5-0

11. CONTRACT FOR THE RENOVATION OF 10 CHESTER STREET, WINCHESTER, MA WITH MARINO CONSTRUCTION, INC.
Moved to approve by Brenda Kleschinski and seconded by Kathleen Darcy.
Voted 5-0

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

13. ADJOURNMENT
Moved to adjourn at 7:55 PM by Kathleen Darcy and seconded by Rod Gay.
Voted 5-0