

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting Tuesday, June 11, 2019
41 Palmer Street Community Room
7:00 PM**

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

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of May 14, 2019 as presented.

Moved to approve by Kathleen Darcy and seconded by Rod Gay.

Voted 4-0

2. DIRECTOR'S REPORT

>Zero vacancies

The maintenance staff has been working on routine work orders, hallway cleaning and grounds improvements. Mr. Hurd complimented the maintenance staff for their fine work, particularly on the ground's improvements.

>The capital project at 301-303 Cross Street project that included new siding, windows, doors and electrical service is complete with the exception of new storm doors on order.

3. TENANT'S OPEN FORUM

Tenant Mary Leyden reported a leak in her bathroom behind her toilet and a noisy community room washing machine. Mr. Hurd said he would follow-up on these items.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$56,570.72 for the period from May 1, 2019 through May 31, 2019.

Moved to approve by Catherine Boyle and seconded by Rod Gay.

Voted 4-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from May 1, 2019 through May 31, 2019

a. Payroll	\$25,928.61
b. Section 8 Account	\$148,167.00
c. FSS	\$6,928.00

5. SECTION 8 PROGRAM STATISTICS FOR MAY 2019

139 VOUCHERS ACTIVE, 3 SEARCHING

6. JULY 1, 2018 – APRIL 30, 2019 COST COMPARATIVE STATEMENTS

Moved to approve by Kathleen Darcy and seconded by Rod Gay.

Voted 4-0

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7. AMENDMENT #9 TO CAPITAL IMPROVEMENT WORK PLAN 5001
Moved to approve by Rod Kathleen Darcy and seconded by Catherine Boyle.
Voted 4-0

8. REQUEST FOR PAYMENT #1 FOR 301-303 CROSS STREET SIDING/ELEC
UPGRADE CAP #344035
Moved to approve by Kathleen Darcy and seconded by Rod Gay.
Voted 4-0

9. UPDATE ON THE PURCHASE 10 CHESTER STREET, WINCHESTER, MA
Mr. Hurd reported that he is in the process of contracting design and engineering services in preparation for going out to bid for the rehabilitation of the unit.

10. NEW BUSINESS

11. COMMITTEE REPORTS
 - a. WINCHESTER HOUSING PARTNERSHIP / AFFORDABLE HOUSING COMMITTEE
 - b. ENERGY CONSERVATION SUBCOMMITTEE
 - c. GROUP HOME SUBCOMMITTEE

12. ADJOURNMENT
Moved to adjourn at 8:25 PM by Catherine Boyle seconded by Kathleen Darcy.
Voted 4-0