

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes of Regular Business Meeting Tuesday, July 9, 2019  
13 Westley Street Community Room  
7:00 PM**

**CALL TO ORDER** – Members present: Chair Stephen Carr Anderson, Catherine Camp Boyle, Brenda Kleschinsky, Rod Gay and Kathleen Darcy. 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 June 11, 2019 as presented.

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

**Voted 5-0**

**2. DIRECTOR’S REPORT**

>Zero vacancies

>The maintenance staff has been working on routine work orders and grounds improvements.

>The capital project at 301-303 Cross Street project that included new siding, windows, doors and electrical service is complete. Engineering and planning is in process for the electrical panel upgrade at Westley Street. The project is expected to be completed by October of this year.

>Mr. Hurd reported that 4<sup>th</sup> of July celebration events took place at both the Westley and Palmer sites that were well attended and enjoyed by all.

**3. TENANT’S OPEN FORUM**

>Tenant Joyce Bennett complimented the staff on the tree trimming that took place.

>Tenant June McGinnis complimented the staff on the repair of the front door at 11 Westley Street.

**4. FINANCIALS**

The Board reviewed and approved the Accounts Payable Warrant totaling \$103,032.36 for the period from June 1, 2019 through June 30, 2019.

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

**Voted 5-0**

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from June 1, 2019 through June 30, 2019

a. Payroll	\$21,293.87
b. Section 8 Account	\$150,264.00
c. FSS	\$4,827.00

**5. SECTION 8 PROGRAM STATISTICS FOR JUNE 2019**

140 VOUCHERS ACTIVE, 7 SEARCHING 3 PENDING

**6. UPDATE OF SECTION 8 PROGRAM PAYMENT STANDARD**

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

**Voted 5-0**

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**7. JULY 1, 2018 – MAY 31, 2019 COST COMPARATIVE STATEMENTS**

**8. Moved to approve by Catherine Boyle and seconded by Rod Gay.  
Voted 5-0**

**9. UPDATE ON THE PURCHASE 10 CHESTER STREET, WINCHESTER, MA**

Mr. Hurd reported that he is in the process of contracting 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 8:33 PM by Catherine Boyle seconded by Kathleen Darcy.  
Voted 5-0