

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Business Meeting – August 18, 2020

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 and Kathleen Darcy. Catherine Camp Boyle was absent. Also present Executive Director John W. Hurd and Accountant Richard Conlon Jr.

1. ANNUAL ELECTION OF OFFICERS

Mr. Anderson asked for nominations for Chairperson and Vice Chairperson. There were no nominations made. Mr. Anderson recommended that this item be postponed until the September 8, 2020 Board meeting. The Board concurred. **Moved to postpone until the September 8, 2020 Board meeting by Kathleen Darcy and seconded by Rod Gay.**
Voted 4-0

2. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of July 14, 2020. **Moved to approve by Benda Kleschinsky and seconded by Rod Gay.** Kathleen Darcy abstained having not been in attendance at the July Board meeting.
Voted 3-0

3. DIRECTOR’S REPORT

>There is one unit vacancy.
>The maintenance staff has been working on cleaning and disinfecting buildings, work orders and grounds maintenance.
> Jupiter Electric will begin the electrical panel upgrade at the Westley Street Complex this month. Due to the covid-19 pandemic the staff and contractors will be following a strict in-unit procedures provided and required by the Department of Housing and Community Development.
>Planning for the interior water pipe replacement project at Palmer Street is in process.

4. TENANT’S OPEN FORUM

No tenants were present.

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5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$48,320.85 for the period from July 1, 2020 through July 31, 2020.

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

Voted 4-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from July 1, 2020 through July 31, 2020.

- a. Payroll \$26,615.02
- b. Section 8 Account \$170,313.00
- c. FSS \$6,106.00

6. SECTION 8 PROGRAM STATISTICS FOR JULY 2020

141 VOUCHERS ACTIVE, 1 SEARCHING, 1 PENDING

7. QUARTERLY MODERNIZATION REPORT YEAR ENDING JUNE 30, 2020

Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.

Voted 4-0

8. JULY 1, 2019 – JUNE 30, 2020 COST COMPARATIVE STATEMENTS

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

Voted 4-0

9. QUARTERLY OPERATING STATEMENTS YEAR ENDING JUNE 30, 2020

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

Voted 4-0

10. FISCAL YEAR ENDING JUNE 30, 2020 REPORT

The Final financial reports for the fiscal year ending June 30, 2020 was presented by accountant Richard Conlon. Mr. Conlon reported on the high favorability of the final figures that were \$94,710.00 under budget. Additionally, Mr. Conlon commented on the very strong reserve fund level. The Board asked a number of questions that were answered to their satisfaction by Mr. Conlon and Mr. Hurd.

Moved to approve by Brenda Kleschinsky and seconded by Rod Gay.

Voted 4-0

11. UPDATE ON REHABILITATION AT 10 CHESTER STREET, WINCHESTER, MA

Director Hurd reported that Marino Construction is making very good progress on the rehabilitation project at 10 Chester Street.

12. NEW BUSINESS

13. COMMITTEE REPORTS

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

14. ADJOURNMENT

Moved to adjourn at 7:52 PM by Catherine Boyle and seconded by Rod Gay.

Voted 4-0

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