

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular Business Meeting Tuesday, September 10, 2019
13 Westley Street Community Room
7:00 PM**

CALL TO ORDER – Members present: Chair Stephen Carr Anderson, Catherine Camp Boyle, Brenda Kleschinsky and Rod Gay. Kathleen Darcy 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 August 13, 2019 as presented.

Moved to postpone by Rod Gay and seconded by Catherine Boyle since there is not a quorum of members present that were at the August Board meeting.

Moved by Brenda Kleschinsk and seconded by Rod Gay.

Voted 4-0

2. DIRECTOR’S REPORT

Zero vacancies

>The maintenance staff has been working on routine and unit inspections, work orders, grounds improvements and preparing equipment for the winter.

> Engineering and planning are in process for the electrical panel upgrade at Westley Street. The project is expected to be completed in October or November of this year.

> Engineering and planning are in process for the unit rehabilitation at 10 Chester Street and should be ready to go out to bid in November.

3. TENANT’S OPEN FORUM

> Tenant Ellen LeMay asked about WHA policy on the number of times a tenant’s smoke detector can ring off. Mr. Hurd stated that there is no such policy but urged Ms. LeMay to call the office in the future to report any unusual activity.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$32,736.38 for the period from August 1, 2019 through August 31, 2019.

Moved to approve by Brenda Kleschinsky 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 August 1, 2019 through August 31, 2019

a. Payroll	\$26,373.74
b. Section 8 Account	\$156,985.00
c. FSS	\$6,678.00

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5. SECTION 8 PROGRAM STATISTICS FOR AUGUST 2019

141 VOUCHERS ACTIVE, 6 SEARCHING, 1 PENDING

6. SECTION 8 WAITING LIST SUBLICENSE AGREEMENT WITH MASSNARO

Mr. Hurd reported that Mass NARO is implementing new software called "Go Section 8" to manage the centralized Section 8 waiting list. Ms. Boyle expressed concern that the waiting list update process may be difficult for some applicants. She suggested that WHA consider sending out an additional update letter to Winchester applicants. Mr. Hurd said he would speak with Susan Cashell to see if that would be feasible.

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

Voted 4-0

7. COMMITTEE REPORTS

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

8. ADJOURNMENT

Moved to adjourn at 7:52 PM by Brenda Kleschinsky seconded by Rod Gay.

Voted 4-0