

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Business Meeting – February 9, 2021

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, Catherine Camp Boyle and Kathleen Darcy. Also present Executive Director John W. Hurd.

1. MINUTES

The Board reviewed and approved the Minutes of the Regular Meeting of January 12, 2021 as presented.

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

Voted 5-0

2. DIRECTOR’S REPORT

>One unit vacancy

>The maintenance staff has been working on routine work orders, unit turnovers, and snow and ice removal.

> The engineering and planning is complete for the waterpipe replacement project at Palmer Street and should be ready to go out to bid in late February.

> The Executive Director search is being performed by Consultant Leo Dauwer. Mr. Dauwer has advertised the position in various publications and would report back to the Board on the progress and next steps in the process at the next meeting.

3. TENANT’S OPEN FORUM

No tenants or public comments.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$203,683.33 for the period from January 1, 2021 through January 31, 2021.

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

Voted 5-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from January 1, 2021 through January 31, 2021.

a. Payroll	\$21,620.35
b. Section 8 Account	\$178,367.00
c. FSS	\$5,845

5. COST COMPARATIVES JULY 1, 2020 THROUGH DECEMBER 31, 2020

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

Voted 5-0

6. SECTION-8 PROGRAM STATISTICS FOR JANUARY 2021

142 VOUCHERS ACTIVE, 1 SEARCHING

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7. FISCAL 2021 EDITED BUDGET FOR REVIEW AND APPROVAL

Mr. Hurd reported that accountant Richard Conlon Jr. had previously asked to place our 2021 fiscal budget on the agenda with minor amendments. However, after further review Mr. Conlon recommended the Board postpone this action until a future meeting.

**Moved to no action by Brenda Kleschinsky and seconded by Catherine Boyle.
Voted 5-0**

8. EXECUTIVE DIRECTOR JOHN W. HURD CONTRACT

Mr. Hurd reported that he and Chairman Anderson worked on a draft contract for the Boards review. The contract presented was drafted utilizing the new DHCD Executive Director contract template.

**Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle.
Voted 5-0**

9. CERTIFICATE OF FINAL COMPLETION JUPITER ELECTRIC PROJECT #344034

Mr. Hurd reported the electrical panel upgrade project at the Westley site was complete. He further stated that the contractor did a fine job while working safely and efficiently within the covid-19 guidelines and requirements.

**Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.
Voted 5-0**

10. QUARTERLY OPERATING STATEMENTS ENDING DECEMBER 31, 2020

**Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.
Voted 5-0**

11. QUARTERLY MODERNIZATION REPORT ENDING DECEMBER 31, 2020

**Moved to approve by Kathleen Darcy and seconded by Brenda Kleschinsky.
Voted 5-0**

12. EXECUTIVE DIRECTOR SEARCH UPDATE

Mr. Hurd reported that Executive Director search is being performed by Consultant Leo Dauwer. Mr. Dauwer has advertised the position in various publications and would report back to the Board on the progress and next steps in the process at the next meeting.

13. COMMITTEE REPORTS

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

14. ADJOURNMENT

Prior to making a motion to adjourn Commissioner Kathleen Darcy informed the Board of her decision to resign from the Board effective on March 22, 2021 due to family and work commitments

**Moved to approve by Brenda Kathleen Darcy and seconded by Rod Gay.
Voted 5-0**

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