

**Minutes  
BOARD MEETING  
108 Ipswich Drive  
Community Room @ 1:30 pm  
October 12, 2021**

**Call to Order:** *Chairperson Burton Gould called the meeting to order at 1:28 pm.*

**Roll Call:** *In attendance were Burton Gould, Nancy Romanowski, Les Goodrich, Jane Leavens, David Johnson, David Connor and Cyndee LaFreniere.*

**Read and approve minutes of the September 14, 2021 Regular Meeting.**

*A motion was made by Les Goodrich to approve with a correction to what was quoted that he said in the 5<sup>th</sup> paragraph, page 2 of the minutes. David Connor said the correction would be made. David Johnson seconded the motion and all board members then voted to approve.*

**Read and approve minutes of the September 28, 2021 Special Meeting.**

*A motion was made by Les Goodrich to approve which was seconded by Nancy Romanowski. All members voted to approve.*

**Bills paid for the month of September 2021. \$ 99,104.43**

**EXECUTIVE DIRECTOR'S REPORT:**

**Monthly Financial Statements:** We have the financial statements for the 11<sup>th</sup> month of fiscal year 2021 for the Federal MA-039-001 Public Housing, Section 8 Housing Choice Voucher programs, State programs 4001, 689-1, MRVP and Work Plans 5001. **(BOARD RESOLUTION)**

*David Connor told board members that there were some work items that were not completed in 2021 and they will just be added to 2022. He also went on to say that he plans to have a budget draft for the November board meeting.*

**DHCD CFA Amendment #12 Work Plan 343048:**

I have enclosed for your review and approval the CFA amendment for the 14-16 Ready Drive Heating and Cooling project. **(BOARD RESOLUTION)**

*David Connor explained to the board that the reason for the amendment was due to the additional funding added to the CFA in order to complete this project.*

**Resident Services Coordinator Update:** Maureen has now worked with 184 residents across all programs and it's growing. (70 from the State sites and 114 from the Federal sites). She continues to work with residents that need help with food stamps, Mass Health, Medicare Savings, Health Insurance, all the entitlement programs and mental health concerns. Maureen is working with many residents that are failing our inspections to give them tools to succeed. She has started to update the WHA website and include the RSC services at the WHA. We continue to partner with Growing Places who provides food weekly to our EBT (food stamps) recipients through the HIP program. They are also starting up an indoor seedling program for interested residents. It is a way for residents to help be part of the HEAL Winchendon Community Farms that helps so many people. We have talked already about the RSC newsletters going to everyone. See included documents on the data for resident coordinator assistance.

**New Mask Wearing in Common areas:** Starting on Monday August 16<sup>th</sup> the WHA will require that mask be worn by both vaccinated and unvaccinated people while in the common areas of all WHA properties.

**FY 2021, 2022 and 2023 Single Audit and AUP Proposals:** Five RFQ's were sent to area auditing firms and only one proposal was received back. We did hear back from two firms that they only perform state AUP's. I have enclosed for your review and approval the single audit proposal from Marcum LLP. **(BOARD RESOLUTION)**

*David Connor informed the board that the 2023 AUP may be done by a different firm, but this could also change as DHCD is reviewing this.*

**WHA Credit Card Policy:** I have enclosed the revised WHA Credit Card policy for this boards review and approval. **(BOARD RESOLUTION)**

*David Connor stated that this policy covers all types of credit and store cards.*

**Templeton Management Agreement:** This agreement has been signed by both board chairs and is now with DHCD for their sign off. I am meeting with Templeton staff this week to discuss where they are and will be bringing more WHA staff in as we move forward.

*David Connor told the board that this would not impact maintenance as most of the work would be administrative.*

**FY 2022 Fee Accountant Contract Federal Program:** I have enclosed for your review and approval the FY 2022 contract for fee accounting services from Fenton,

Ewald, and Associates. (BOARD RESOLUTION)

**FY 2022 Fee Accountant Contract State Program:** I have enclosed for your review and approval the FY 2022 contract for fee accounting services from Fenton, Ewald, and Associates. (BOARD RESOLUTION)

**FEDERAL MODERNIZATION:**

**CAPITAL FUND PROGRAM FOR FISCAL YEAR 2020:**

We have been awarded a total of \$271,000. These funds will be used for the following,

<b>Pearl Drive Roofing</b>	Postpone until Summer 2022
<b>Scattered Site Driveways</b>	Summer 2022 (Funds Allow)
<b>Annual Bond Financing</b>	This is ongoing until 2025

**CAPITAL FUND PROGRAM FOR FISCAL YEAR 2021:**

We have been awarded a total of \$281,352. These funds will be used for the following,

<b>Pearl Drive Roofing</b>	Postpone until Summer 2022
<b>Pearl Drive Stove Replacement</b>	Fall 2021
<b>Scattered Site Driveways</b>	Summer 2022 (Funds Allow)
<b>Annual Bond Financing</b>	This is ongoing until 2025

**CAPITAL FUND PROGRAM FOR FISCAL YEAR 2022:**

July 2021 Certified Units for CFP Funds. Should hear from HUD on funding by February 2022.

*David Connor stated that he has not received any notification as to what the funding will be yet.*

**STATE MODERNIZATION PROGRAM:**

**FY 2022 Hyde Park Kitchen and Bath Upgrade Phase IV:** The architect is working on updating the drawings for this phase IV. We will be starting in Bldg. 5 units 57B,57D,57F,57H. This project has been postponed until at Fall 2022.

**New Heating and Cooling System at 14-16 Ready Drive:** We have

scheduled the pre-construction meeting for October 18<sup>th</sup>. With approval from this board on the CFA we can issue the Notice to Proceed with an estimated completion date of February 7, 2022.

**2020 Health and Safety Funding:** All work is completed except for cellar windows at 195 River Street. We decided to not install these at this time.

**FEDERAL BUDGET ITEMS:**

**Pearl Drive Kitchens:** New kitchens are in for 31 and 32 Pearl. Refrigerators are in as well.

*David Connor informed the board that this project has been put on hold due to the large number of vacancies. He also stated that there are just six more kitchens to complete, and the project will be done.*

**New Boilers for Pearl Drive** Working on Specifications. Boilers must be Made in America products. This project is on hold until new Mechanic is hired.

**New Handicap Ramp at Pearl** Fall 2021- Spring 2022

**STATE BUDGET ITEMS:**

**Ready Drive CNA** MassNAHRO is working on moving forward on this CNA soon. Still Waiting for contract.

**COMMITTEE REPORTS:** NONE

**TENANTS COUNCIL REPORTS:**

**Ipswich Drive:** None **Hyde Park Drive** None

**Ready Drive** None **Pearl Drive** None

**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS:** NONE

**RESOLUTION #2022-2708** We have the financial statements for the 11<sup>th</sup> month of fiscal year 2021 for the Federal MA-039-001 Public Housing, Section 8 Housing Choice Voucher programs, State programs 4001, 689-1, MRVP and Work Plans 5001.

*David Johnson made a motion to approve, which was seconded by Les Goodrich. All members voted to approve.*

**RESOLUTION #2022-2709** To approve the CFA #12 from DHCD for increased funding of the work plan 343048 14-16 Ready Dr. Heating and Cooling project.

*A motion was made by Les Goodrich, which was seconded by David Johnson. All members voted to approve.*

**RESOLUTION #2022-2710** To approve the Audit Proposal and fee schedule from Marcum LLP. for our audits in FY 2021,2022 and 2023.

*A motion was made by Jane Leavens to approve, which was seconded by Nancy Romanowski. All members voted to approve.*

**RESOLUTION #2022-2711** To approve the revised Credit Card policy of the WHA for purchases and uses included in the policy.

*A motion was made by Jane Leavens to approve, which was seconded by David Johnson. All members voted to approve.*

**RESOLUTION #2022-2712** To approve the FY 2022 Fee Accountant contract for the Federal Housing Programs.

*A motion was by David Johnson to approve, which was seconded by Jane Leavens. All members voted to approve.*

**RESOLUTION #2022-2713** To approve the FY 2022 Fee Accountant contract for the State Housing Programs.

*A motion was made by Les Goodrich to approve, which was seconded by Jane Leavens. All members voted to approve.*

*There being no further business to attend to, a motion was made by Les Goodrich to adjourn the meeting and was seconded by Jane Leavens. The meeting stood adjourned at 2:02 pm.*

*Respectfully submitted,*

*Cyndee LaFreniere  
Financial Coordinator*

DATE: October 12, 2021

The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2708** We have the financial statements for  
the 11<sup>th</sup> month of fiscal year 2021 for the Federal MA-039-001 Public Housing, Section 8  
Housing Choice Voucher programs, State programs 4001, 689-1, MRVP and Work Plans  
5001.

David Johnson moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by Les Goodrich

and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
**5**

NAYES  
**0**

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE  
WINCHENDON, MA 01475

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David P. Connor  
Executive Director

DATE: October 12, 2021

The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2709** To approve the CFA #12 from DHCD  
for increased funding of the work plan 343048 14-16 Ready Dr. Heating and Cooling  
project.

*Les Goodrich* moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by *David Johnson*

and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
*5*

NAYES  
*0*

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE  
WINCHENDON, MA 01475

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David P. Connor  
Executive Director

DATE: October 12, 2021



The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2710** To approve the Audit Proposal and  
fee schedule from Marcum LLP. for our audits in FY 2021,2022 and 2023.

Jane Leavens moved that the foregoing resolution be adopted as  
Introduced and read, which motion was seconded by Nancy Romanowski  
and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
*5*

NAYES  
*0*

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE  
WINCHENDON, MA 01475

David P. Connor  
Executive Director

DATE: October 12, 2021

The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2711** To approve the revised Credit Card  
policy of the WHA for purchases and uses included in the policy.

Jane Leavens moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by David Johnson

and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
*5*

NAYES  
*0*

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE

WINCHENDON, MA 01475

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David P. Connor  
Executive Director

DATE: October 12, 2021

The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2712** To approve the FY 2022 Fee  
Accountant contract for the Federal Housing Programs.

David Johnson moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by *Jane Leavens*

and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
*5*

NAYES  
*0*

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE  
WINCHENDON, MA 01475

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David P. Connor  
Executive Director

DATE: October 12, 2021

The following resolution was introduced by Burton Gould,  
read in full and considered:

**RESOLUTION #2022-2713** To approve the FY 2022 Fee  
Accountant contract for the State Housing Programs.

*Les Goodrich* moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by *Jane Leavens*

and upon roll call the “Ayes” and “Nayes” were as follows:

AYES  
5

NAYES  
0

The Chairman thereupon declared said motion carried and said resolution adopted.

WINCHENDON HOUSING AUTHORITY  
108 IPSWICH DRIVE  
WINCHENDON, MA 01475

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David P. Connor  
Executive Director