

**MINUTES  
BOARD MEETING  
108 Ipswich Drive  
Community Room @ 1:30 pm  
November 9, 2021**

**Call to Order:** *Burton Gould called the meeting to order the time being 1:30pm.*

**Roll Call:** *Present were Burton Gould, David Johnson, Les Goodrich, Nancy Romanowski, Jane Leavens, David Connor, and Amanda Phillips.*

**Read and approve minutes of the October 12, 2021, Regular Meeting.** *David Johnson made a motion to accept the minutes and Les Goodrich seconded the motion. All board members voted in favor of the motion.*

**Bills paid for the month of October 2021. \$ 93,839.80**

**EXECUTIVE DIRECTOR'S REPORT:**

**Monthly Financial Statements:** We do not have the financial statements for the 12<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 currently. Fee Accountant is working on Federal Year end now and hope to have the complete report at the December meeting.

*David Connor informed the Board that the help wanted advertisements for the open positions at WHA have been posted in newspapers and online.*

**4<sup>th</sup> Quarter DHCD Operating Statements:** I have enclosed our State 400-1, 689-1, MRVP and State Modernization programs. This will be submitted to DHCD once we have board approval. **(BOARD RESOLUTION)**

**FY 2022 Operating Budget Update:** I have submitted to the Fee Accountant the needed data for her to develop the draft FY 2022 budget for this board to review. We need to have this budget submitted to DHCD on or before December 15, 2021. Once I have the draft budget in print, I will get a copy to the board for your review.

**Resident Services Coordinator Update:** Maureen has now worked with 184 residents across all programs and its 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 one. See included documents on the data for resident coordinator assistance.

*David Connor mentioned that the newsletters are ways to get good information to the tenants.*

**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.

*David Connor updated the Board that there are Covid cases at Pearl Dr., Ipswich Dr., and Hyde Park Dr. A WHA maintenance mechanic was doing work in one of the now Covid positive apartments. The mechanic wore his mask the whole time and stayed more than six feet away from the tenant. The Board of Health has advised that the mechanic followed protocol and should just monitor their self. If the mechanic starts having symptoms, they should quarantine immediately after getting tested.*

**Templeton Management Agreement:** This agreement has been signed by both board chairs and has been approved by DHCD.

*David Connor informed the Board that the plan is to help Templeton Housing Authority lease up their vacant units. Any positive monies gained from the management of Templeton will be saved and over time used to benefit the housing programs.*

**WHA Environmental Review CFP Programs:** I have included in this package the proposal form ERI Consulting to perform this review as required by HUD for our Capital Fund Program. **(BOARD RESOLUTION)**

*David Connor explained that this Environmental Review is a new requirement and is required to be completed every 5 years.*

**DHCD Tenant Survey:** I have enclosed for this board to review the most recent Tenant Satisfaction Survey performed by DHCD. As you can see the WHA exceeded in all areas defined. This is a direct reflection of the hard work WHA staff does every day. I have recognized staff of this accomplishment. Nice work by all involved.

**WHA FALL Newsletter:** I have included in your packet the WHA Fall Newsletter. Staff work hard to get this information to the residents. Great work by all.

**FY 2022 Holiday Season Schedule:** As a reminder the WHA will be closed on the follow holidays, Thursday November 11, Thur-Friday November 25-26, Thursday December 23<sup>rd</sup> at noon and Friday December 24<sup>th</sup>, Friday December 31<sup>st</sup>. Please plan accordingly.

**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
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*David Connor explained that these roofs will be a priority for any extra funding that the WHA may be awarded.*

<b>Scattered Site Driveways</b>	Summer 2022 (Funds Allow)
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<b>Annual Bond Financing</b>	This is ongoing until 2025
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**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
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<b>Pearl Drive Stove Replacement</b>	Fall 2021
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<b>Scattered Site Driveways</b>	Summer 2022 (Funds Allow)
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<b>Annual Bond Financing</b>	This is ongoing until 2025
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**CAPITAL FUND PROGRAM FOR FISCAL YEAR 2022:**

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

**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:** Completed

**FEDERAL BUDGET ITEMS:**

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

**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** at the Earliest Spring 2022

**STATE BUDGET ITEMS:**

**Ready Drive CNA** MassNAHRO is working on moving forward on this CNA soon. We have scheduled the walkthrough for December 30th.

*David Connor informed the Board that this CNA is scheduled to be completed December 30, 2021. The report will be available approximately six weeks later. The CNA will address the building envelope items such as: roofs, siding, windows, doors, walkways etc.*

**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

*David Connor passed out a new proposed Chain of Command for the WHA to the Board. It details that there will now be a Maintenance Supervisor (Rocky Flint) position. David explained that the plan is to have the new maintenance technician (Alec Barrows) trained with in the next two years on boilers and ASHPs. After he is trained then WHA will look*

*to replace the boilers at Pearl Dr. The position that the WHA is looking to hire now is a maintenance licensed carpenter position. Burton Gould spoke about the fact that the position is also responsible for snow plowing and lawn mowing when needed.*

*David Connor invited the Board to the WHA Christmas party which is to be held on December 17, 2021.*

**RESOLUTION #2022-2714** To approve the 4<sup>th</sup> Quarter Operating Statements for the State programs 4001, 689-1, MRVP and Work Plans 5001.

*Les Goodrich made a motion to approve. Jane Leavens seconded the motion. All Board members voted in favor.*

**RESOLUTION #2022-2715** To approve the ERI Cost proposal from EBI Consulting for our FY 2020-2024 Revised Environmental Review for our HUD Capital Fund program.

*Les Goodrich made a motion to approve. Nancy Romanowski seconded the motion. All Board members voted in favor.*

*With no further business to attend to a motion to adjourn the meeting was made by Les Goodrich which was seconded by Nancy Romanowski. The meeting stood adjourned at 2:06pm.*

*Respectfully Submitted,*

*Amanda Phillips  
Housing Administrator*

DATE: November 9, 2021

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

**RESOLUTION #2022-2714** To approve the 4<sup>th</sup> Quarter Operating  
Statements for the State programs 4001, 689-1, MRVP and Work Plans 5001.

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  
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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: November 9, 2021

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

**RESOLUTION #2022-2715** To approve the ERI Cost proposal  
from EBI Consulting for our FY 2020-2024 Revised Environmental Review for our HUD  
Capital Fund program.

Les Goodrich 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

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David P. Connor  
Executive Director