

**MINUTES
BOARD MEETING
108 Ipswich Drive
Community Room @ 1:30 pm
December 14, 2021**

Call to Order: *Chairperson Burton Gould called the meeting to order at 1:30 pm.*

Roll Call: *In attendance were Burton Gould, Nancy Romanowski, Les Goodrich, Jane Leavens, David Johnson, David Connor, Sue Honeycutt-Accountant and Maureen Hall.*

Read and approve minutes of the November 9, 2021, Regular Meeting: *A motion was made by Les Goodrich to approve the minutes from the November 9, 2021, Regular Meeting. Jane Leavens seconded the motion, and all Board members approved the motion.*

Bills paid for the month of November 2021. \$ 57,473.64

EXECUTIVE DIRECTOR'S REPORT: *This was discussed by David Connor*

Monthly Financial Statements: I have enclosed for review the financial statements for the 12th 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 reminded the Board that these were in their Board packets.

FY 2022 Operating Budget Update: I have enclosed for your review and approve the Draft FY 2022 budget. We need to have this budget submitted to DHCD on or before December 15, 2021. **(BOARD RESOLUTION)**

David Connor has Susan Honeycutt-Accountant speak about the FY2022 Operating Budget. Susan Honeycutt spoke about the budget given to the Board members. She said the state did well with a 4% increase. She said the reserve levels are good and that all programs are doing well. David Connor talked about some of the line items like the Tractor.

Resident Services Coordinator Update: Maureen Hall has now worked with 189 residents across all programs, and it is growing. (75 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 have failed their inspections. She is helping them gain the tools to succeed. She continues to update the WHA website to include RSC services and events at the WHA. We continue to partner with Growing Places who provides food weekly to our EBT (food stamps) recipients through the HIP program. We also are partners with HEAL Winchendon and the Community Farms that helps so many people. We are distributing one monthly RSC newsletter to all the 242 units. See included documents on the data for resident coordinator assistance. HEAL Winchendon has been hosting a luncheon an informational setting at each of our Senior Sites. Valentine's luncheon planned for February 14th.

Jane Leavens and Nancy Romanowski talked about the RSC program and the great feedback that they are receiving from residents at the WHA. David Connor mentioned to the Board that Maureen Hall is not only part of the M.A.R.S.C.H organization (Massachusetts Association of Resident Service Coordinators in Housing) but is also Vice President of their BOARD.

New Mask Wearing in Common areas: Starting on Monday August 16th 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 stated that the STATE has notified him of a new shipment of masks for residents at the WHA. He said we should be getting around four thousand masks. Each resident will get ten masks each. The only issue is that they will have to be picked up at a Foxboro drop site.

Templeton Management Agreement: The WHA staff and I are working with the THA Board to implement changes that will streamline the management of this agency. THA staff are working to correct issues that have arisen and changes that need to be made. Great work by all but there is still a lot to do.

WHA Environmental Review CFP Programs: The contractor has started to review the HUD requirements for the WHA federal sites. This will take a few months to complete, and I will present the final documents for this boards review.

David Connor said that they started last Friday and were taking pictures. The consulting firm is in Burlington, MA with the headquarters based in New Jersey.

CY 2022 Holiday Season Schedule: I have included in the packet the CY 2022 Holiday Schedule for your review and approval. **(BOARD RESOLUTION)**

CY 2022 Board Meeting Schedule: I have included in the packet the CY 2022 Board Meeting Schedule for your review and approval. **(BOARD RESOLUTION)**

CY 2021 Vehicle Report: I have included for this board to review the annual report on vehicle cost for our fleet.

David Johnson asked for a breakdown of milage for each vehicle for the next report in 2022.

Police and Fire Emergency List Update: I have included for your information the newest letter sent to both Police and Fire emergency contact for all WHA sites.

David Connor spoke briefly about this.

Annual Open Meeting and Ethic's Summary reports: As with all staff and board I have included in your packets the Open Meeting Law summary and State Ethic's law summary for this boards review and certification. Please complete the forms and return to me for our records. I will also send copies to the Town Clerk for her records as well.

David Connor discussed that the Open Meeting change for staff is new. David said that all staff members have signed both forms. He also discussed the Conflict of Interest Testing online in 2022.

Tenant Coordinator Search: Amanda and I have been meeting with the top 3 applicants and we are review the results and if all goes well will me making an offer this week.

David Connor reported that he is very close to hiring for this position.

Maintenance Mechanic/Carpenter Search: Rocky and I have reviewed the resumes that we received, and I will be meeting with the top 3 applicants. If one comes to the top, I will schedule a meeting with Rocky and I for a final review. If all goes well, I hope to make an offer this week as well.

David Connor said that they are still looking to fill this position.

WHA Christmas Party Cancelation: I must inform this board that I am cancelling the party this year again because of COVID-19. For everyone's safety I think it is the best thing to do with the virus ramping up in our area. I want to wish each and everyone of you a Merry Christmas and a very Happy New Year.

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,

Pearl Drive Roofing

Postpone until Summer 2022

Scattered Site Driveways	Summer 2022 (Funds Allow)
Annual Bond Financing	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,

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

*David Connor reported that for the lower Maple Street sidewalk
The WHA will be paying for the wall.*

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: There are several material delays that are moving the construction start date out. The contractor has been in communication with the WHA and JRW Engineering with the changes as the arise. We hope to get 14 Ready Drive system in before the end of this month, but material delays are slowing this down.

David Connor said that they were supposed to start on 12/6/2021 but didn't due to material issues. Looking to start in February 2022.

2024 Formula Funding Award of \$147,046. Planning Award

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 We have scheduled the walkthrough for December 30th.

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 #2022-2716 To approve the financial statements for the 12th 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

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

RESOLUTION #2022-2717 To approve the Draft FY 2022 budget for the Federal program and all state programs as presented by the Executive Director and Fee Accountant.

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

RESOLUTION #2022-2718 To approve the CY 2022 Holiday schedule as presented by the Executive Director.

A motion was made by David Johnson, which was seconded by Nancy Romanowski. All members voted to approve.

RESOLUTION #2022-2719 To approve the CY 2022 Board meeting schedule as presented by the Executive Director.

A motion was made by David Johnson, 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 2:20 pm.

Respectfully submitted,

*Maureen Hall,
Resident Services Coordinator*

DATE: December 14, 2021

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

RESOLUTION #2022-2716 To approve the financial statements
for the 12th 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

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

NAYES

5

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: December 14, 2021

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

RESOLUTION #2022-2717

To approve the Draft FY 2022 budget for the Federal program and all state programs as presented by the Executive Director and Fee Accountant.

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

David P. Connor
Executive Director

DATE: December 14, 2021

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

RESOLUTION #2022-2718 To approve the CY 2022 Holiday
schedule as presented by the Executive Director.

David Johnson 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: December 14, 2021

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

RESOLUTION #2022-2719 To approve the CY 2022 Board
meeting schedule as presented by the Executive Director.

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

NAYES

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