

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – April 12, 2022

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

CALL TO ORDER – Members present: Vice Chair Brenda Kleschinsky, Catherine Camp Boyle, June McInnis and Mary Lou Bigelow. Also present Executive Director Susan Cashell and Program Administrator Denise Lynch. Members absent: Chairman Stephen Anderson.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of March 8, 2022 as presented.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 4-0.

2. DIRECTOR’S REPORT

Vacancy Report – one - 667

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, including ice and snow treatment, replacement of 1 water heater and preparing units for turnovers.
- b) The A/C and heating units have been completed at both sites; the tenants seem to be pleased with the new units.
- c) The waterpipe project has been modified to have one building of 12 units done at first. There is a walk-thru scheduled on April 14th, at 8:30 A.M., with bids due at the end of the month.
- d) One of the roofs at The John Doherty Apartments has been severely compromised due to a lack of ventilation in the attic. DHCD has been out to look at the roof and we have been in contact with RCAT, so that we can add this to our Capitol Plan. The construction manager has suggested that we get some vents cut in until the roof can be fixed or replaced.

3. TENANT’S OPEN FORUM

No tenants or members of the public were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 74,951.11 for the period from March 1, 2022 through March 31, 2022.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4–0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of March 1, 2022 through March 31, 2022.

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|----------------------|---------------|
| a. Payroll | \$ 29,845.10 |
| b. Section 8 Account | \$ 193,594.00 |
| c. FSS | \$ 5,003.00 |

5. SECTION-8 PROGRAM STATISTICS FOR MARCH 2022

The Board received and reviewed the Section 8 statistics for March 2022
142 Active, 0 Searching.

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2021 through February 28, 2022.

The Board reviewed and approved the cost comparisons for period of July 1, 2021 through February 28, 2022.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 4-0.

7. REVIEW AND APPROVAL OF PHA PLAN

The Board reviewed and approved the continuation of the PHA Plan for FY20 through FY24, noting there were no significant changes or modifications to the 5-year plan.

Moved to approve by Mary Lou Bigelow and seconded by Catherine Boyle. Voted 4-0.

8. REVIEW OF NEW FMR'S FOR SECTION 8 VOUCHERS

The Board reviewed and approved the newly published FMR's including the SAFMR's for the Section 8 Housing Choice Vouchers starting on May 1, 2022

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 4-0.

9. REVIEW AND VOTE OF EXECUTIVE DIRECTOR'S CONTRACT AND SALARY

The Board voted to approve a three-year contract for the Executive Director at an annual salary of \$95,000.00, starting on July 1, 2022 with salary increases to be approved by the Board for FY24 and FY25.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.

10. ELECTION OF OFFICERS

The Board discussed and nominated Stephen C. Anderson for Chairman

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 4-0.

The Board discussed and nominated Brenda Kleschinsky for Vice Chairperson

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 4-0.

11. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

12. COMMITTEE REPORTS

a) Winchester Housing Partnership/Affordable Housing Committee - no report

b) Housing For People With Disabilities –no report

13. ADJOURNMENT

Moved to adjourn at 7:34 PM by Catherine Boyle and seconded by June McInnis. Voted 4-0.