

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – August 9, 2022

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of July 12, 2022 as presented.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 5-0.

2. DIRECTOR’S REPORT

Vacancy Report – Two

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping
- b) The waterpipe project is on schedule and should be completed early September.

3. TENANT’S OPEN FORUM

There were neither tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$62,399.61 for the period from July 1, 2022 through July 31, 2022.

Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5–0.

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

a. Payroll	\$ 24,382.54
b. Section 8 Account	\$ 195,013.00
c. FSS	\$ 5,803.00

5. SECTION-8 PROGRAM STATISTICS FOR JULY 2022

The Board received and reviewed the Section 8 statistics for July 2022

142 Active, 0 Searching.

6. YEAR END OPERATING REPORTS ENDING JUNE 30, 2022

The Board reviewed and approved the FY-22 year end financial reports.

Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

7. YEAR END CERTIFICATION REPORT

- a) Top Five Compensation Report
- b) Tenant Account Receivables Report
- c) Certification of Compliance Report

The Board reviewed and approved the FY-22 year end certification reports.

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 5-0.

8. QUARTERLY MODERNIZATION REPORT ENDING JUNE 30, 2022

The Board reviewed and approved the quarterly modernization report ending June 30, 2022.

Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.

9. WATER-PIPE CERTIFICATION FOR PAYMENT #1

The Board voted to certify application of payment for phase one water-pipe project.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 5-0.

10. REVIEW AND VOTE ON FEDERAL AUDIT ENGAGEMENT LETTER

The Board voted to approve Marcum Accountants to conduct the Federal audit.

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

11. REVIEW AND APPROVAL OF BIRD FEEDING POLICY

The Board reviewed and approved a bird feeding policy.

Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

12. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

13. COMMITTEE REPORTS

- a) Winchester Housing Partnership/Affordable Housing Committee - no report
- b) Housing For People With Disabilities –The Board has asked Susan Cashell to confirm that Gail Neibaur is working on a final version of document that was reviewed and revised by Cathy Boyle and Chairman Anderson.

14. ADJOURNMENT

Moved to adjourn at 8:38 PM by Mary Lou Bigelow and seconded by Cathy Boyle. Voted 5-0.