

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – May 10, 2022

**REMOTE PARTICIPATION**

(Due to State of Emergency COVID –19)

7:00 PM

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

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

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

2. DIRECTOR’S REPORT

Vacancy Report – 1 - 667

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping.
- b) DHCD has received two bids for the water pipe project. DHCD has approved the low bidder and will issue an Owner/Contractor Agreement.
- c) The roof at Westley Street with the ventilation issue is being addressed by DHCD. DHCD will be issuing ARPA funds to be used before 2024 to complete projects, currently in the que.

3. TENANT’S OPEN FORUM

There were neither tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 78,419.01 for the period from April 1, 2022 through April 30, 2022.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of April 1, 2022 through April 30, 2022.

a. Payroll	\$ 20,925.51
b. Section 8 Account	\$ 196,239.00
c. FSS	\$ 4,108.00

5. SECTION-8 PROGRAM STATISTICS FOR APRIL 2022

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

6. REVIEW AND APPROVAL OF COST COMPARISON

The Board reviewed and approved the cost comparisons for period of July 1, 2021 through  
March 31, 2022.

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

7. REVIEW AND APPROVAL OF QUARTERLY OPERATING STATEMENTS

The Board reviewed and approved the Quarterly Operating Statements ending March 31, 2022.

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

8. REVIEW AND APPROVAL OF QUARTERLY MODERNIZATION STATEMENTS

The Board reviewed and approved the Quarterly Modernization Statements ending March 31, 2022.

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

9. REVIEW AND APPROVAL OF MARY MURPHY WATER-PIPE PROJECT (Palmer Street).

The Board reviewed and approved the Mary Murphy Water-Pipe Project. DHCD will issue a  
Owner/Contractor Agreement pending tonight's approval.

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

10. REVIEW AND APPROVAL OF LAUNDRY PROPOSALS

The Board reviewed and approved the Laundry Proposals for the new machines, awarding  
the contract to American Laundry Equipment out of Waltham, Massachusetts.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 5-0.

11. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

12. COMMITTEE REPORTS:

a) Winchester Housing Partnership/Affordable Housing Committee -Susan Cashell spoke on  
attending the Affordable Housing Trust meeting on 4/26/2022.

b) Housing for people with disabilities – Commissioner Boyle spoke on the usage of the Dover  
Amendment

13. ADJOURNMENT

Moved to adjourn at 8:24 PM by June McInnis and seconded by Catherine Boyle. Voted 5-0.