

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – January 11, 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 and June McInnis. Also present Executive Director Susan Cashell and Program Administrator Denise Lynch and Fee Accountant Richard Conlon. Member Mary Lou Bigelow – absent.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of December 14, 2021 as presented.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0.

2. DIRECTOR’S REPORT

Vacancy Report – Three Vacancies.

Maintenance and Capital Projects:

a) The maintenance staff has been busy with routine workorders, including ice and snow treatment and preparing vacant units for turnover.

b) A walk-thru for the Palmer Street Water Pipe Project was conducted on January 5, 2022, with bids due at the end of the month. The heating and A/C splits are moving right along with the project to be completed in February at Westley Street and Palmer Street slightly later.

3. TENANT’S OPEN FORUM

There were no tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 103,362.88 for the period from December 1, 2021 to December 31, 2021.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4–0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of December 1, 2021 through December 31, 2021.

a. Payroll	\$ 28,878.34
b. Section 8 Account	\$ 193,442.00
c. FSS	\$ 4,588.00

5. SECTION-8 PROGRAM STATISTICS FOR DECEMBER 2021:

The Board received and reviewed the Section8 statistics for December 2021  
142 Active, 0 Searching.

6. FY 2022 OPERATING BUDGET:

Richard Conlon, WHA Fee Accountant, presented the FY 2022 operating budget to the Board.  
The Board reviewed and approved the operating budget, however, wanted to change the language of the certification, Chairman Anderson suggested that it should read “to the best of our knowledge”.

He asked Ms. Cashell to ask DHCD to change the language.

Moved to approve Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0.

7. REVIEW OF NEW DHCD REQUIRED POLICIES:

The Board reviewed and approved the Space Heater Policy as required by DHCD.

Move to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

The Board reviewed and approved the Language Access Plan as required by DHCD.

Move to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

8. REVIEW OF REMOTE MEETINGS:

The Board voted to continue remote meetings until April 1, 2022.

Move to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0.

9. REVIEW OF CAPITAL IMPROVEMENT PLAN FY2023:

The Board reviewed and approved the Capital Improvement Plan for FY2023.

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

10. REVIEW OF ARPA FUNDING:

The Board reviewed and voted on the sequence of priorities to submit to the Town of Winchester.

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

11. COMMITTEE REPORTS:

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

b) Group Homes – Commissioner Boyle requested that the Director begin talks with the consultant regarding the ins and outs of operating a group home. Chairman Anderson requested that a written report be submitted to the board for discussion before any further action is taken.

12. ADJOURNMENT

Move to adjourn at 8:46 PM by Brenda Kleschinsky and seconded by June McInnis. Voted 4-0.