

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – October 12, 2021

**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, Mary Lou Bigelow and June McInnis. 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 September 14<sup>th</sup>, 2021 as presented.

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

2. DIRECTOR’S REPORT

Vacancy Report – One Vacancy

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, landscaping and preparing vacant unit for turnover. The community service workers were here again for 3 days helping with the landscaping.
- b) More changes had to be made to the plans for the Palmer Street Water Pipe Project extending the bid deadline. DHCD will notify the housing authority of the new date when the changes to the plans have been completed. The Heating and A/C splits should be started by the end of the month with a kickoff meeting a week prior so that the tenants can be given ample notice.

3. TENANT’S OPEN FORUM

There were no tenants or public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 45,566.88 for the period from September 1, 2021 to September 30, 2021.

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

- a) The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of September 1, 2021 through September 30, 2021.

a. Payroll	\$ 22,444.70
b. Section 8 Account	\$ 188,121.00
c. FSS	\$ 5,199.00

5. SECTION-8 PROGRAM STATISTICS FOR SEPTEMBER 2021

The Board received and reviewed the Section 8 statistics for September 2021  
143 Active, 0 Searching

6. CAPITAL IMPROVEMENT PLAN AMENDMENT #11

The Board reviewed and approved the Capital Improvement Plan Amendment #11.  
Moved to approve Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.

7. DISCUSS ELECTION OF VICE-CHAIRPERSON

The Commissioners discussed the need for a vice-chairperson and the upcoming election.

8. COMMITTEE REPORTS

- a) Winchester Housing Partnership/Affordable Housing Committee - no report
- b) Group Homes – no report

9. ADJOURNMENT

Move to adjourn at 7:36 PM by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 5-0.