

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – November 9<sup>th</sup>, 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 October 12<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 – Two Vacancies

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, landscaping and preparing three vacant units for turnover.
- b) The installation of the Heating and A/C splits started November 8<sup>th</sup>, 2021 at Palmer Street and is scheduled to start at Westley Street on November 15<sup>th</sup>, 2021.
- c) Bidding for the water pipe project has opened with a closing date at the end of the month and an expected start date is January 2022.
- d) The Performance Management Review audit took place virtually on November 2, 2021 with DHCD. No score was given this year, and there were no findings issued.

3. TENANT’S OPEN FORUM

There were no tenants or public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 50,272.33 for the period from October 1, 2021 to October 31, 2021.

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

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

a. Payroll	\$ 23,794.70
b. Section 8 Account	\$ 197,259.87
c. FSS	\$ 5,579.00

5. SECTION-8 PROGRAM STATISTICS FOR OCTOBER 2021

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

6. QUARTERLY OPERATING REPORTS

The Board reviewed and approved the quarterly operating report for the 400-1 Program ending September 30, 2021.

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

7. QUARTERLY CONSOLIDATED MODERNIZATION REPORT

The Board reviewed and approved the quarterly modernization report ending September 30, 2021.

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

8. ELECTION OF VICE-CHAIRPERSON

The board voted to elect Brenda Kleschinsky for vice-chairperson.

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

9. COMMITTEE REPORTS

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

b) Group Homes – no report

10. ADJOURNMENT

Move to adjourn at 8:38 PM by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.