

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – December 14, 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 November 9, 2021 as presented.
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

2. DIRECTOR’S REPORT

Vacancy Report – Two Vacancies

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine work orders, landscaping and preparing vacant units for turnover.
- b) The installation of the Heating and A/C splits is going well, with an anticipated completion date of January 31, 2022.
- c) The Palmer Street Water Pipe Project Bids are expected to be opened at the end of January 2022.
- d) The AUP Audit was conducted on November 18, 2021; feedback from the auditors was positive with a report to follow.

3. TENANT’S OPEN FORUM

Craig Knopf was in attendance.

Mr. Knopf wanted to know when the Heating and A/C splits were going to be completed.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant for the period November 1, 2021 to November 30, 2021, totaling \$ 38,041.89.

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

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

a. Payroll	\$ 20,801.41
b. Section 8 Account	\$ 194,049.87
c. FSS	\$ 5,088.00

5. SECTION 8 PROGRAM STATISTICS FOR NOVEMBER 2021

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

6. SECTION 8 UTILITY CHARTS

The Board reviewed and approved the updated Section 8 Utility Payment Chart.
Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 5-0.

7. DISCUSSION ON SECTION 8 COVID WAIVERS

The Board was notified that the Section 8 program waivers put into place during the pandemic were ending as of December 31, 2021, per HUD.

8. DISCUSSION ON FORMULAR FUNDING

The Board reviewed the letter sent by DHCD for the award of Formular Funding for FY2025.

9. COMMITTEE REPORTS

- a) Winchester Housing Partnership/Affordable Housing Committee member, Cathy Boyle, reported that she will be joining the Planning Board's working group to discuss accessory dwelling units.
- b) Group Homes – no report.

10. ADJOURNMENT

Move to adjourn at 8:08 P.M. by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 5-0.