

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – February 8, 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 January 11, 2022 as presented.

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

2. DIRECTOR’S REPORT

Vacancy Report – 1 Management

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, including ice and snow treatment and preparing units for turnovers.
- b) The A/C and heating units are on schedule to be completed this month at Westley Street and the beginning of March at Palmer Street.
- c) The water pipe project received several bids for the plumbing part of the project, however there were no bids for the general contracting part received. The WHA will discuss with DHCD on how to proceed.

3. TENANT’S OPEN FORUM

There were no tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 78,697.31 for the period from January 1, 2022 through January 31, 2022.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of January 1, 2022 through January 31, 2022.

a. Payroll	\$ 20,602.19
b. Section 8 Account	\$ 194,127.00
c. FSS	\$ 5,242.00

5. SECTION-8 PROGRAM STATISTICS FOR JANUARY 2022

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

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2021 through December 31, 2021.

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

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

7. REVIEW AND APPROVAL OF QUARTERLY OPERATING STATEMENTS Ending December 31, 2021.

The Board reviewed and approved the Quarterly Operating Statements ending December 31, 2021.

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

8. REVIEW AND APPROVAL OF QUARTERLY MODERNIZATION STATEMENTS Ending December 31, 2021

The Board reviewed and approved the Quarterly Modernization Statements ending December 31, 2021.

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

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD.

None

10. COMMITTEE REPORTS:

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

b) Group Homes – Commissioner Boyle spoke on the report submitted by the consultant Gail Neibaur. Chairman Anderson suggested that he meet with commissioner Boyle and the director along with the consultant to know exactly what the housing authority's responsibilities are if we are to continue with trying to develop a project-based group home.

11. ADJOURNMENT

Moved to adjourn at 8:57 PM by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.