

# WINCHESTER HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

Minutes of Regular Meeting – June 14, 2022

### REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

CALL TO ORDER – Members present: Chairman Stephen 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 May 10, 2022 as presented.

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

2. DIRECTOR'S REPORT

Vacancy Report – None

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping
- b) The waterpipe project is scheduled to have a pre-construction meeting on June 21, 2022.

3. TENANT'S OPEN FORUM

There were neither tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 72,852.16 for the period from May 1, 2022 through May 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 May 1, 2022 through May 31, 2022.

a. Payroll	\$ 23,625.41
b. Section 8 Account	\$ 194,604.00
c. FSS	\$ 4,567.00

5. SECTION-8 PROGRAM STATISTICS FOR MAY 2022

The Board received and reviewed the Section 8 statistics for May 2022

142 Active, 0 Searching.

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2021 through April 30, 2022

The Board reviewed and approved the cost comparisons for period of July 1, 2021 through April 30, 2022.

Moved to approve by Mary Lou Bigelow and seconded by June McInnis. Voted 5-0.

7. REVIEW AND APPROVAL OF GRIEVANCE POLICY

The Board reviewed and approved the Grievance Policy effective July 1, 2022.  
Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.

8. REVIEW AND APPROVAL OF FAIR HOUSING MARKETING PLAN

The Board reviewed and approved the Fair Housing Marketing Plan effective July 1, 2022.  
Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.

9. REVIEW AND APPROVAL OF REASONABLE ACCOMMODATION POLICY

The Board reviewed and approved the Reasonable Accommodation Policy effective July 1, 2022.  
Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.

10. REVIEW AND APPROVAL OF LANGUAGE ACCESS PLAN

The Board reviewed and approved the Language Access Plan effective July 1, 2022.  
Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.

11. REVIEW AND APPROVAL OF REMOTE OPEN MEETINGS

The Board voted to approve remote meetings through July 15, 2022, unless the Governor extends the deadline, in which the Board will continue remotely until further action is taken.  
Moved to approve by Mary Lou Bigelow and seconded by Catherine Boyle. Voted 5-0.

12. REVIEW AND APPROVAL OF CHANGES/ADDITIONS TO THE CAPITAL IMPROVEMENT PLAN

The Board reviewed and approved the changes and additions to the C.I.P.  
Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 5-0.

13. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

14. COMMITTEE REPORTS

- a) Winchester Housing Partnership/Affordable Housing Committee - no report
- b) Housing For People With Disabilities –The Board has asked Susan Cashell to confirm that Bridgewell is still interested in being a service provider and to contact Gail Neibaur to ask her to write up a proposal to outline the steps to move forward.

15. ADJOURNMENT

Moved to adjourn at 8:12 PM by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.