

WINCHESTER HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Minutes of Regular Business Meeting – August 17, 2021

REMOTE PARTICIPATION

(Due to State of Emergency COVID-19)

7:00 PM

CALL TO ORDER — Members present: Chair, Stephen Carr Anderson, Brenda Kleschinsky, and Catherine Camp Boyle. Also present Executive Director Susan Cashell, Program Administrator Denise Lynch, Fee Accountant Richard Conlon and ABCD Consultant Dan Helmes.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting July 13, 2021 as presented.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0

2. DIRECTOR'S REPORT

Vacancy Report – No Vacancies.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy working on routine work orders, unit turnovers, landscaping, plumbing issues and correcting inspection deficiencies
- b) A site walk, and presentation was done by ABCD for heating and A/C Splits.
- c) DHCD has approved the Water Pipe project Bidding component of this to happen in September 2021 at Palmer Street.
- d) The town clerk will notify the board for a joint meeting to appoint new members of the Housing Authority board.

3. TENANT'S OPEN FORUM

There were no tenants or public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 78,059.37 for the period from July 1, 2021 through July 31, 2021.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from July1, 2021 through July 31, 2021.

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|----------------------|--------------|
| a. Payroll | \$ 46,123. |
| b. Section 8 Account | \$188,460.00 |
| c. FSS | \$ 5,551.00 |

5. SECTION-8 PROGRAM STATISTICS FOR JULY 2021

144 VOUCHERS ACTIVE, 0 SEARCHING

Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 3-0

6. YEAR END OPERATING REPORTS ENDING JUNE 30, 2021

The board reviewed and approved the year-end financial reports.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0

7. YEAR END CERTIFICATION REPORT

a) Top Five Compensation Report

b) Tenant Account Receivables Report

c) Certification of Compliance Report

Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 3-0

8. QUARTERLY MODERNIZATION REPORT ENDING JUNE 30, 2021

The board reviewed and approved the quarterly modernization report ending June 30, 2021.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0

9. REVIEW AND VOTE OF HEATING AND AIR CONDITIONING SPLITS

Dan Helmes from ABCD gave a presentation on the heating and A/C Splits; equipment and installation will be funded by a grant provided by the utility companies of Massachusetts.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0

10. DISCUSSION ON APPOINTMENT OF NEW BOARD MEMBERS

11. COMMITTEE REPORTS

a) WINCHESTER HOUSING PARTNERSHIP/AFFORDABLE HOUSING COMMITTEE – no report

b) GROUP HOMES – no report

12. ADJOURNMENT

Moved to adjourn at 8:12 PM by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 3-0.