

WINCHESTER HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Minutes of Regular Business Meeting – September 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 August 17th, 2021 as presented.

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

2. MINUTES The Board reviewed and approved the Minutes of the Special Board Meeting of August 23rd, 2021 as presented.

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

3. 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 and landscaping.
- b) The pre-bid walk thru for the water pipe project at the Palmer Street development, showed some significant deficiencies with the plans; after contacting DHCD with these concerns it was agreed that another walk thru was needed so clarifications can be completed and the bidding process be extended.

4. TENANT'S OPEN FORUM

There were no tenants or public present.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 112,331.27 for the period of August 1, 2021 through August 31, 2021.

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

6. The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from August 1, 2021 through August 31, 2021.

- a. Payroll \$ 20,329.36.
- b. Section 8 Account \$188,303.00
- c. FSS \$ 4,879.00

7. SECTION-8 PROGRAM STATISTICS FOR AUGUST 2021

The Board received and reviewed the Section 8 statistics for August 2021
144 Active vouchers, 0 Searching

8. REVIEW AND APPROVAL OF FINAL PAYMENT FOR PAVING PROJECT #344044

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

9. DISCUSSION AND VOTE OF CONTINUATION OF REMOTE MEETINGS

The Board discussed and approved the continuation of remote meetings for the next 4 months.
The subject will be re-visited at the January, 2022 meeting.

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

10. DISCUSSION AND VOTE OF THE HIRING OF A MODERNIZATION COORDINATOR

The Board discussed the need for hiring a modernization coordinator for upcoming major projects to help with some of the logistics of these projects; this will be a part-time as needed position.

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

11. DISCUSSION ON FUNDING PROPOSALS FOR THE AMERICAN RESCUE PLAN ACT

The Board discussed the town receiving funds from the federal government through the American Rescue Plan Act. It was decided that the Housing Authority would request funds from the town to purchase additional units to add to the town's affordable housing inventory. It was further decided that the Housing Authority would request additional funds to replace and repair the hot and cold domestic water pipes at the Westley Street development.

12. COMMITTEE REPORTS

- a) WINCHESTER HOUSING PARTNERSHIP/AFFORDABLE HOUSING COMMITTEE – no report
- b) GROUP HOME – no report

13. ADJOURNMENT

Moved to adjourn at 7:59 PM by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.