

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – January 10, 2023

**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 December 13, 2022 as presented.

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

2. DIRECTOR'S REPORT

Vacancy Report – One Vacancy.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing unit(s) for turnover and several plumbing issues.

3. TENANT'S OPEN FORUM

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 87,311.34 for the period from December 1, 2022 to December 31, 2022.

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

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

a. Payroll	\$ 29,028.35
b. Section 8 Account	\$ 193,170.02
c. FSS	\$ 6,831.00
d. F.S.S. adjustments	\$ 4,918.00
e. F.S.S. Graduations (2)	\$ 31,909.00

5. SECTION-8 PROGRAM STATISTICS FOR DECEMBER 2022

The Board received and reviewed the Section 8 statistics for December 2022  
142 Active, 4 Searching.

6. COST COMPARATIVES July 1, 2022 through November 30, 2022

The Board reviewed and approved the comparatives as presented.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 5-0.

7. REVIEW OF CAPITAL IMPROVEMENT PLAN FY2024

The Board reviewed and approved the Capital Improvement Plan for FY2024.

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

8. OTHER BUSINESS LEGALLY BEFORE THE BOARD

The subject of hoarding in tenant units was discussed with Commissioner Boyle giving valuable resource websites for the staff to access.

9. COMMITTEE REPORTS

a) Housing for People with Disabilities

10. ADJOURNMENT

Moved to adjourn at 8:51 PM by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.