

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – October 18, 2022

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

CALL TO ORDER – Members present: Chairman Stephen Anderson, Brenda Kleschinsky, June McInnis and Mary Lou Bigelow. Also present Executive Director Susan Cashell, Program Administrator Denise Lynch and Fee Accountant Richard Conlon. Member Catherine Camp Boyle – absent.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of September 13, 2022 as presented.
Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – 2

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping and plumbing issues.
- b) The FSS Grant has been submitted.
- c) WHA is currently exploring a maintenance agreement with Arlington Housing Authority
- d) WHA is currently exploring the Resident Service Coordinator Grant with Burlington Housing Authority.

3. TENANT'S OPEN FORUM

There were no tenants present.

4. COMMUNITY PRESERVATION ACT

Winchester Resident Richard Rohan gave a presentation on the Community Preservation Act.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$57,267.87 for the period from September 1, 2022 through September 30, 2022.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4–0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of September 1, 2022 through September 30, 2022.

a. Payroll	\$ 27,854.72
b. Section 8 Account	\$ 195,264.00
c. FSS	\$ 6,184.00

6. SECTION-8 PROGRAM STATISTICS FOR SEPTEMBER 2022
The Board received and reviewed the Section 8 statistics for September 2022.
142 Active, 0 Searching.
7. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S SALARY
The Board voted to increase the Executive Director's annual salary from \$91,000.00 to \$103,907.00
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0.
8. BUDGET PRESENTATION AND VOTE
Fee Accountant Richard Conlon presented the FY-23 budget for review and approval.
The Board discussed and voted to approve budgets and certifications as follows;
400-01 Program, Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0.
MGMT Program, Moved to approve Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 4-0.
Section 8 Program, Moved to approve June McInnis and seconded by Brenda Kleschinsky. Voted 4-0.
Ross Program, Moved to approve June McInnis and seconded by Brenda Kleschinsky. 4-0.
9. FEE ACCOUNTANT'S CONTRACT AND RENEWAL
The Board reviewed and approved a three-year contract renewal for Richard Conlon.
Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 4-0.
10. CERTIFICATE OF SUBSTANTIAL COMPLETION – WATER PIPE PROJECT
The Board voted to approve a certificate of substantial completion for the Mary Murphy Water Pipe Project.
Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.
11. OTHER BUSINESS LEGALLY BEFORE THE BOARD
Chairman Anderson brought the Board up to date on 160 Forest Street, Winchester and on his comments sent to the town regarding the Accessory Dwelling Unit proposal.
12. COMMITTEE REPORTS
 - a) Housing For People With Disabilities, there was no report tonight, as commissioner Boyle was absent.
13. ADJOURNMENT
Moved to adjourn at 9:05 PM by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.