

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – October 3, 2023

**REMOTE PARTICIPATION**

(Due to State of Emergency COVID –19)

7:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Brenda Kleschinsky, Catherine Camp Boyle, Mary Lou Bigelow and James Harris. Also present Executive Director Susan Cashell, Assistant Director Denise Lynch and Fee Accountants Richard Conlon and Daniel Kane.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of September 12, 2023 as presented.  
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

2. MINUTES The Board reviewed and approved the Minutes of the Special Board Meeting of September 28, 2023 as presented.  
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

3. 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 roof project for the John Doherty Apartments is still on schedule with a vote being taken tonight to approve contractor.
- c) The electric panel project is currently in the testing phase.

4. TENANT'S OPEN FORUM

There were no tenants present.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$101,033.83 for the period from September 1, 2023 through September 30, 2023.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of September 1, 2023 through September 30, 2023.

a. Payroll	\$ 26,475.38
b. Section 8 Account	\$ 201,820.00
c. FSS	\$ 9,960.00

6. SECTION-8 PROGRAM STATISTICS FOR SEPTEMBER 2023  
The Board received and reviewed the Section 8 statistics for September 2023.  
143 Active.
7. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S SALARY  
The Board voted to increase the Executive Director's annual salary from \$103,907 to \$106,616.00  
Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 5-0.
8. BUDGET PRESENTATION AND VOTE  
Fee Accountant Richard Conlon presented the FY-24 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 5-0.  
MGMT Program, Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 5-0.  
Section 8 Program, Moved to approve by James Harris and seconded by Brenda Kleschinsky. Voted 5-0.  
Ross Program, Moved to approve by Catherine Boyle and seconded by James Harris. 5-0.
9. REVIEW AND APPROVAL OF CONTRACT FOR 667 ROOF PROJECT  
The Board reviewed and approved the contract for the Roof Project at the John Doherty Apartments.  
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.
10. REVIEW AND APPROVAL OF CONTRACT FOR NEW AUDIT SERVICES  
The Board voted to approve the contract for new audit services to Dooley and Vicars CPAs.  
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.
11. REVIEW AND APPROVAL OF CONTRACT FOR TRASH SERVICES  
The Board reviewed and approved the contract to continue using Republic Services.  
Moved to approve by James Harris and seconded by Mary Lou Bigelow. Voted 5-0.
12. REVIEW AND APPROVAL OF FMR'S AND SAFMR'S FOR THE SECTION 8 PROGRAM  
The Board reviewed and approved the FMR's and SAFMR's published by HUD starting December 1, 2023.  
Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 5-0.
13. REVIEW AND APPROVAL OF SECTION 8 UTILITY RATES  
The Board reviewed and approved the new Section 8 utility rates starting December 1, 2023.  
Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 5-0.

14. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

15. COMMITTEE REPORTS

a) Housing for people with disabilities.

16. ADJOURNMENT

Moved to adjourn by Mary Lou Bigelow and seconded by Catherine Boyle at 4:54 PM. Voted 5 0.