

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – November 14, 2023

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of October 3, 2023 as presented.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. 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 roof project for the John Doherty Apartments is still on schedule with a start date in three weeks.
- c) The electric panel project is currently with the engineers and the testing phase has been completed.

3. TENANT'S OPEN FORUM

The following tenants were present: Mary Alice Leyden, Marilyn Kenndy, Candy Calvert, Patti Sevier and Jean Kilker.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 76,317.54 for the period from October 1, 2023 through October 31, 2023.

Moved to approve by Brenda Kleschinsky 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 October 1, 2023 through October 31, 2023.

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|----------------------|---------------|
| a. Payroll | \$ 26,670.45 |
| b. Section 8 Account | \$ 202,397.38 |
| c. FSS | \$ 9,960.00 |

5. SECTION-8 PROGRAM STATISTICS FOR October 2023

The Board received and reviewed the Section 8 statistics for October 2023.

143 Active.

6. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

7. COMMITTEE REPORTS

a) Housing for people with disabilities.

8. ADJOURNMENT

Moved to adjourn by Mary Lou Bigelow and seconded by Catherine Boyle at 4:18 PM. Voted 4 0.