

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – December 13, 2022

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of November 8th, 2022 as presented.
Moved to approve by June McInnis and seconded by Catherine Camp Boyle. Voted 5-0.

2. DIRECTOR'S REPORT

Vacancy Report – There are no vacancies at this time.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping and plumbing issues.
- b) There were no findings in the Performance Management Review or the Facility Management System from DHCD.
- c) WHA was not awarded the Winchester Hospital grant for its lecture series.

3. TENANT'S OPEN FORUM

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$167,397.78 for the period from November 1, 2022 through November 30, 2022.

Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5–0.

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

a. Payroll	\$ 28,104.81
b. Section 8 Account	\$ 194,804.00
c. FSS	\$ 6,552.00

5. SECTION-8 PROGRAM STATISTICS FOR NOVEMBER 2022

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

6. COST COMPARATIVES July 1, 2022 through October 31, 2022
The Board reviewed and approved the comparatives as presented.
Moved to approve by Brenda Kleschinsky and seconded by Catherine Camp Boyle. Voted 5-0.
7. PROPERTY INSURANCE Policy 22-23 State Aided Insurance Program
The Board reviewed and approved the State Aided Insurance Program Premium.
Moved to approve by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.
8. OTHER BUSINESS LEGALLY BEFORE THE BOARD
Chairman Anderson asked the Director to give a brief presentation on how the housing authority deals with the problem of hoarding and clutter in some of its units.
9. COMMITTEE REPORTS
 - a) Housing For People With Disabilities
Commissioner Boyle raised a question: If a property were to be leased by a service provider would it still count on the Affordable Housing Inventory List? This question will be submitted to legal counsel.
10. ADJOURNMENT
Moved to adjourn at 7:38 PM by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.