

**WINCHESTER HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – December 5, 2023

**REMOTE PARTICIPATION**

(Due to State of Emergency COVID –19)

4:00 PM

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

1. MINUTES: The Board reviewed and approved the Minutes of the Regular Board Meeting of November 14, 2023 as presented.

Moved to approve by Catherine Boyle and seconded by James Harris. 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. The Palmer Street Complex has had to fix two cast iron drain pipes.
- b) The roof project for the John Doherty Apartments is still on schedule with a start date of next week to deliver the storage container and dumpster.
- 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: None

4. FINANCIALS:

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 60,639.85 for the period from November 1, 2023 through November 30, 2023.

Moved to approve by Mary Lou Bigelow and seconded by James Harris. Voted 4–0.

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

a. Payroll	\$ 36,347.06
b. Section 8 Account	\$ 211,579.00
c. FSS	\$ 10,337.00

5. SECTION-8 PROGRAM STATISTICS FOR November 2023:

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

146 Active.

6. REVIEW AND VOTE FOR CONTINUANCE OF RESIDENT SERVICE COORDINATOR GRANT:  
The Board reviewed and approved the request to apply for funds to continue the Resident Service Coordinator Position.

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 4-0.

7. REVIEW AND VOTE ON HEAT PUMP CLEANING SERVICE CONTRACT:

The Board voted to defer voting on a contract for cleaning services until more information is submitted.

Moved to defer by Catherine Boyle and seconded by James Harris. Voted 4-0.

8. REVIEW AND VOTE ON STATE HOUSING PROPERTY INSURANCE PAYMENT:

The Board reviewed and approved the request to pay for the state property insurance premium.

Moved to approve by Catherine Boyle seconded by Mary Lou Bigelow. Voted 4-0.

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD:

None

10. COMMITTEE REPORTS:

a) Housing for people with disabilities.

11. ADJOURNMENT

Moved to adjourn by James Harris and seconded by Catherine Boyle at 4:33 PM. Voted 4-0.