

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – February 14, 2023

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

7:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of January 10, 2023 as presented.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – 1 Vacancy

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, including ice and snow treatment and preparing units for turnovers.
- b) The engineer from DHCD was out to the site to evaluate the roofs at the Westley Street site and is in the process of preparing a plan to fix or replace 2 roofs.

3. TENANT'S OPEN FORUM

There were no tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 88,340.29 for the period from January 1, 2023 through January 31, 2023.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of January 1, 2022 through January 31, 2022.

a. Payroll	\$ 25,930.31
b. Section 8 Account	\$ 195,960.00
c. FSS	\$ 5,431.00

5. SECTION-8 PROGRAM STATISTICS FOR JANUARY 2022

The Board received and reviewed the Section 8 statistics for January 2022
143 Active, 4 Searching.

6. REVIEW AND APPROVAL OF COST COMPARATIVES July 1, 2022 through December 31, 2022.

The Board reviewed and approved the cost comparatives for period of July 1, 2021 through December 31, 2021 as presented.

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

7. REVIEW AND APPROVAL OF QUARTERLY OPERATING STATEMENTS Ending December 31, 2022.

The Board reviewed and approved the Quarterly Operating Statements ending December 31, 2022.

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

8. REVIEW AND APPROVAL OF QUARTERLY MODERNIZATION STATEMENTS Ending December 31, 2022

The Board reviewed and approved the Quarterly Modernization Statements ending December 31, 2022.

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

9. REVIEW OF AUDIT REPORT YEAR ENDING June 30, 2022.

The Board reviewed and approved the Audit Report conducted by Marcum LLP for FY 2022.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

11. COMMITTEE REPORTS

a) HOUSING FOR PEOPLE WITH DISABILITIES

Commissioner Boyle requested that a meeting be set-up with Gail Neibaur and the service provider to explore the option on leasing one of the housing authority's management units to be used as a group home.

12. ADJOURNMENT

Moved to adjourn at 7:31 PM by Catherine Boyle and seconded by June McInnis. Voted 4-0.