

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – March 14, 2023

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 and Modernization Coordinator John Hurd.

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

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 5-0.

2. DIRECTOR'S REPORT

Vacancy Report – One

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and winter storm maintenance.
- b) Capital Projects currently under way are the ARPA funded Roofing and Electric Panel Projects, ABCD funded weatherization project at the John Doherty Complex.
- c) It was announced today that the Winchester Housing Authority will be receiving the Resident Service Coordinator's Grant.

3. TENANT'S OPEN FORUM

There were neither tenants nor public present.

4. FINANCIALS

The Board reviewed and approved the gross figures for the Accounts Payable Warrant totaling \$ 61,788.57 for the period from February 1, 2023 through February 28, 2023.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 5–0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of February 1, 2023 through February 28, 2023.

a. Payroll	\$ 23,421.21
b. Section 8 Account	\$ 198,041.00
c. FSS	\$ 5,241.00

5. SECTION-8 PROGRAM STATISTICS FOR MAY 2022

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

142 Active, 5 Searching.

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2022 through January 31, 2023

The Board reviewed and approved the cost comparisons for period of July 1, 2023 through January 31, 2023.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 5-0.

7. REVIEW AND APPROVAL OF ANNUAL PLAN FY-2024

The Board reviewed and approved the Annual Plan for fiscal year 2024.

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

8. REVIEW AND APPROVAL OF TITLE CHANGE FOR PROGRAM ADMINISTRATOR

The Board reviewed and approved the title change to Assistant Director, effective immediately.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 5-0.

9. REVIEW AND APPROVAL OF CONANT ROAD TRANSFER OF RIGHTS

The Board reviewed and approved the transfer of rights to the town of Winchester, MA.

Moved to approve by Mary Lou Bigelow and seconded by Catherine Boyle. Voted 5-0.

10. REVIEW AND APPROVAL OF REMOTE MEETINGS

The Board reviewed and approved passing the continuation of the remote open Meetings through April 11, 2023 pending the Governor's signature.

Moved to approve by Catherine Boyle and seconded by June McInnis. Voted 5-0.

11. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

12. COMMITTEE REPORTS

a) HOUSING FOR PEOPLE WITH DISABILITIES.

Commissioner Boyle reviewed her meeting with the WHA consultant Gail Neibaur and Bridgewell, a service provider for group homes. A follow up meeting will take place in April with a May presentation to the Board.

13. ADJOURNMENT

Moved to adjourn at 8:38 PM by Brenda Kleschinsky and seconded by June McInnis. Voted 5-0.