

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting –March 8, 2022

**REMOTE PARTICIPATION**

(Due to State of Emergency COVID –19)

7:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of February 8, 2022 as presented.  
Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.

2. DIRECTOR’S REPORT

Vacancy Report – 1 Management

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, including ice and snow treatment, replacing 3 water heaters and preparing units for turnovers.
- b) The A/C and heating units are on schedule to be completed this month at Palmer Street and have been completed at Westley Street.
- c) The water pipe project has been sent back to the engineers to be modified, the new plan will call for one building of 12 units to be done. Upon completion a plan will be made to finish the rest of the development.

3. TENANT’S OPEN FORUM

Two tenants attended the meeting.

Jean Kilker who had no questions or concerns.

Candy Calvert who wanted to know if we would be doing tree trimming at Palmer Street and wanted to report that there were street lights out at Palmer Street, which she was going to report to the town DPW.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 60,069.45 for the period from February 1, 2022 through February 28, 2022.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of February 1, 2022 through February 28, 2022.

a. Payroll	\$ 25,703.08
b. Section 8 Account	\$ 194,338.00
c. FSS	\$ 4,147.00

5. SECTION-8 PROGRAM STATISTICS FOR FEBRUARY 2022

The Board received and reviewed the Section 8 statistics for February 2022  
142 Active, 0 Searching.

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2021 through January 31, 2022.

The Board reviewed and approved the cost comparisons for period of July 1, 2021 through January 31, 2022.

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

7. REVIEW AND APPROVAL OF ANNUAL PLAN

The Board reviewed and approved the Annual Plan for FY23.

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

8. REVIEW OF REMOTE MEETINGS

The Board reviewed and approved the continuation of remote meetings until the June Meeting.

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

9. REVIEW AND VOTE OF JUNETEENTH DAY

The Board voted to approve Juneteenth Day by making it a paid holiday for its employees.

The Director was instructed to change the personal policy forthwith.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD.

None

11. COMMITTEE REPORTS

a) Winchester Housing Partnership/Affordable Housing Committee - no report

b) Housing for people with disabilities – Chairman Anderson and Commissioner Boyle reviewed their meeting with Consultant Gail Neibaur and will bring their findings to the board after several questions and concerns have been addressed.

12. ADJOURNMENT

Moved to adjourn at 7:59 PM by Catherine Boyle and seconded by June McInnis. Voted 5-0.