

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – April 11, 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 Assistant Director Denise Lynch.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of March 14, 2023 as presented.
Moved to approve by June McInnis and seconded by Catherine Boyle. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – None

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders.
- b) There currently are four Capital Projects in the que Electric Panels and a roofing project, both funded thru state ARPA funds. Two smaller capital projects under way are the showers and the 705 repair of outside stairs. This year we were unable to get the community service workers for our spring clean-up and landscaping, therefore we are in the process of bidding it out as well as finding a vendor to clean the hallway floors.

3. TENANT'S OPEN FORUM

No tenants or members of the public were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 56,781.91 for the period from March 1, 2023 through March 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 March 1, 2023 through March 31, 2023.

a. Payroll	\$ 31,698.20
b. Section 8 Account	\$ 198,711.00
c. FSS	\$ 5,391.00

5. SECTION-8 PROGRAM STATISTICS FOR MARCH 2023

The Board received and reviewed the Section 8 statistics for March 2023
141 Active.

6. REVIEW AND APPROVAL OF COST COMPARISON July 1, 2022 through February 28, 2023.

The Board reviewed and approved the cost comparisons for period of July 1, 2022 through February 28, 2023.

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

7. REVIEW AND APPROVAL OF PHA PLAN

The Board reviewed and approved the continuation of the PHA Plan for FY20 through FY24, noting there were no significant changes or modifications to the 5-year plan.

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

8. REVIEW AND APPROVAL OF NEW MAINTENANCE WAGE RATES

The Board reviewed and approved the new rates set by Department of Labor Standards.

The Board reviewed and approved the new weekly phone carrying fee of \$100.00 per week.

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

9. REVIEW AND APPROVAL OF WAGE MATCH SYSTEM FOR STATE HOUSING

The Board voted to approve the wage match system for the state housing program as required by DHCD.

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

10. REVIEW AND APPROVAL OF MEETING FORMAT AND TIME CHANGE OF MEETING

The Board reviewed and approved the meeting format of remote meetings and the start time to 4PM on the second Tuesday of each month.

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

11. ELECTION OF OFFICERS

The Board discussed the nomination of a new Chairman and decided that the vote shall take place in May so that they may have more time to review.

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

12. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

13. COMMITTEE REPORTS

a) Housing For People With Disabilities –no report

14. ADJOURNMENT

Moved to adjourn at 7:45 PM by June McInnis and seconded by Catherine Boyle. Voted 4-0.