

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – August 8, 2023

**REMOTE PARTICIPATION**

(Due to State of Emergency COVID –19)

4:00 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of June 13, 2023 as presented.

Moved to approve by Mary Lou Bigelow and seconded by James Harris. Voted 3-0.

Abstained Catherine Boyle.

2. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of July 11, 2023 as presented.

Moved to approve by Catherine Boyle and seconded by Mary Lou Bigelow. Voted 3-0.

Abstained James Harris.

3. 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 landscaping
- b) Bidding is currently underway for the 667-2 Roof Project.

4. TENANT'S OPEN FORUM

There were no tenants present.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$40,062.95 for the period from July 1, 2023 through July 31, 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 July 1, 2023 through July 31, 2023.

a. Payroll	\$ 27,722.03
b. Section 8 Account	\$ 203,041.00
c. FSS	\$ 8,567.00

6. SECTION-8 PROGRAM STATISTICS FOR JULY 2023

144 Active.

7. YEAR-END OPERATING REPORTS ENDING JUNE 30, 2023

The Board reviewed and approved the FY-23 year-end financial reports as presented by Fee Accountant Rich Conlon.

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

YEAR-END CERTIFICATION REPORT

a) Top Five Compensation Report

Moved to approve by Cathrine Boyle and seconded by James Harris. Voted 4-0.

b) Tenant Account Receivables Report

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

c) Certification of Compliance Report

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

8. QUARTERLY MODERNIZATION REPORT ENDING JUNE 30, 2023

The Board reviewed and approved the quarterly modernization report ending June 30, 2023.

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

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

The Board discussed recording meetings and posting on Wincam starting in October 2023.

A formal vote will take place in September 2023.

10. COMMITTEE REPORTS

- a) Housing For People with Disabilities – Catherine Boyle brought the Board up to date with her discussions with the Affordable Housing Board.

11. ADJOURNMENT

Moved to adjourn at 4:46 PM by Mary Lou Bigelow and seconded by James Harris. Voted 4-0.