

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – March 11, 2025

HYBRID PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Mary Lou Bigelow and James Harris, Brenda Kleschinsky. 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 February 11, 2025 as presented.

Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – 0

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers along with snow and ice removal.
- b) On going work at Westley Street due to a sprinkler pipe burst is still ongoing, work still needs to be completed in the units and hallway.
- c) The Back Deck Fascia Board project for the Mary Murphy Complex is still ongoing; we are meeting with the architects and the current contractor.
- d) The Electric Panel Project is currently under way at Westley Street with Palmer Street next.
- e) The Water Pipe Project Phase 2 is now in its kick-off phase.

3. TENANT'S OPEN FORUM /PUBLIC

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 64,265.77 for the period from February 1, 2025 through February 28, 2025.

Moved to approve by James Harris and seconded by Brenda Kleschinsky. Voted 4–0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of February 1, 2025 through February 28, 2025.

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| a. Payroll | \$ 34,151.02 |
| b. Section 8 Account | \$ 224,665.00 |
| c. FSS | \$ 2,982.00 |

5. SECTION-8 PROGRAM STATISTICS FOR FEBRUARY 2025

The Board received and reviewed the Section 8 statistics for February 2025.

137 Active WHA Vouchers, 3- Port-in (140 in total) end of month

6. COST COMPARATIVES

The Board reviewed and approved the Cost Comparatives for July 1, 2024 through January 31, 2025.

Report was not ready at the time of this meeting

7. REVIEW AND VOTE OF ANNUAL PLAN

The Board reviewed and approved the Annual Plan for FY -2026.

Moved to approve by Brenda Kleschinsky and seconded by James Harris. Voted 4-0.

8. REVIEW AND VOTE OF CONTRACT FOR FINANCIAL ASSISTANCE (CFA)

The Board reviewed and approved the CFA Work Plan 5010, in the amount of \$60,000.00 for Resilience Study.

Moved to approve by James Harris and seconded by Brenda Kleschinsky. Voted 4-0.

9. REVIEW AND VOTE FOR THE RECEIPT OF SUBSIDY AGREEMENT

The Board reviewed and voted on the acknowledgement of the subsidy agreement subsidy agreement submitted on October 28, 2024 to EOHLC.

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

10. REVIEW AND VOTE OF CAPITAL IMPROVEMENT PROJECT DOCUMENTS

No documents requiring votes submitted

11. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

12. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

b) Community Preservation Committee – James Harris gave an update on the Initial meeting that took place on February 12, 2025.

13. ADJOURNMENT

Moved to adjourn by Mary Lou Bigelow and seconded by Brenda Kleschinsky at 4:30 PM. Voted 4-0.