

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – December 10, 2024

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.
Also, present Executive Director Susan Cashell.

Absent: Brenda Kleschinsky

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of November 12, 2024 as presented.
Moved to approve by James Harris and seconded by Mary Lou Bigelow. Voted 3-0.

2. DIRECTOR’S REPORT

Vacancy Report – 2

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping and plumbing issues.
- b) The Back Deck Fascia Board project for the Mary Murphy Complex is still going on.
- c) The Electric Panel Project is waiting for the NTP.
- d) The Water Pipe Project Phase 2 has received its low bid information from BLW.

3. TENANT’S OPEN FORUM /PUBLIC

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$39,705.97 for the period from November 1, 2024 through November 30, 2024.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of November 1, 2024 through November 30, 2024.

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|----------------------|---------------|
| a. Payroll | \$ 39,164.63 |
| b. Section 8 Account | \$ 229,993.45 |
| c. FSS | \$ 6,610.00 |

5. SECTION-8 PROGRAM STATISTICS FOR OCTOBER 2024

The Board received and reviewed the Section 8 statistics for November 2024.

142 Active WHA Vouchers, 2- Port-in (144 in total)

6. COST COMPARATIVES

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

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

7. REVIEW AND VOTE OF PROPERTY INSURANCE

The Board reviewed and approved the Property Insurance Coverage and Invoice request.

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

8. REVIEW AND VOTE OF CAPITAL IMPROVEMENT PROJECT

The Board reviewed and approved the Low Bid for the Mary Murphy water pipe project #344050, awarded to Glionna Plumbing.

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

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

10. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

11. ADJOURNMENT

Moved to adjourn by James Harris and seconded by Mary Lou Bigelow at 4:21 PM. Voted 3 0.