

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – February 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.

1. MINUTES: The Board reviewed and approved the Minutes of the Regular Board Meeting of January 14, 2025 as presented.

Moved to approve by James Harris and seconded by Mary Lou Bigelow. 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. The Insurance Company has hired the contractors currently setting schedules for work.
- c) The Back Deck Fascia Board project for the Mary Murphy Complex is still going on.
- 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 \$133,783.92 for the period from January 1, 2025 through January 31, 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 January 1, 2025 through January 31, 2025.

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|----------------------|---------------|
| a. Payroll | \$ 45,167.87 |
| b. Section 8 Account | \$ 232,734.00 |
| c. FSS | \$ 2,982.00 |

5. SECTION-8 PROGRAM STATISTICS FOR JANUARY 2025

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

139 Active WHA Vouchers, 3- Port-in (142 in total) end of month

6. COST COMPARATIVES

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

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

7. REVIEW AND VOTE OF QUARTERLY REPORTS

The Board reviewed and approved the Quarterly Reports for period ending December 31, 2024.

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

8. REVIEW AND VOTE ON SECTION 8 FMR'S

The Board reviewed and approved the FMR's for FY 2025 set by HUD for all jurisdictions outside of the MSA area of Boston/Cambridge. Effective March 1, 2025.

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

9. REVIEW AND VOTE FOR THE TRUSTEES OF PARKVIEW CONDOMINIUM

The Board reviewed and voted on the trustees for the Parkview Condominium that is owned by the WHA. The Board voted secret ballot and authorized the Director to submit their vote.

Moved to approve by James Harris and seconded by Brenda Kleschinsky. 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, Initial meeting to take place on February 12, 2025.

13. ADJOURNMENT

Moved to adjourn by Mary Lou Bigelow and seconded by James Harris at 4:38 PM. Voted 4-0.