

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – January 14, 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 December 10, 2024 as presented.

Moved to approve by Mary Lou Bigelow and seconded by James Harris. 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) Christmas Eve Westley Street had a sprinkler pipe burst which maintenance has been handling. The Insurance Company has been out to start the claim process.
- 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 \$80,554.79 for the period from December 1, 2024 through December 31, 2024.

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

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of December 1, 2024 through December 31, 2024.

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|----------------------|---------------|
| a. Payroll | \$ 30,089.53 |
| b. Section 8 Account | \$ 229,343.77 |
| c. FSS | \$ 6,610.00 |

5. SECTION-8 PROGRAM STATISTICS FOR DECEMBER 2024

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

141 Active WHA Vouchers, 3- Port-in (144 in total) end of month

6. COST COMPARATIVES

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

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

7. REVIEW AND VOTE OF SECTION 8 ADMIN PLAN

The Board reviewed and approved the mandatory HOTMA updates and will be submitted to HUD after updates are incorporated into plan.

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

8. REVIEW AND VOTE ON AFFORDABLE HOUSING INFORMATION RELEASE

The Board reviewed and approved the request from the Affordable Housing Committee to make public the inspection report and or any architect reports or cost estimates that were done at the Housing Authorities expense for the Town Property located on Forest Street in Winchester, MA.

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

9. REVIEW AND VOTE OF CAPITAL IMPROVEMENT PROJECT DOCUMENTS

The Board reviewed and approved the updated CIP changes for the annual plan to be submitted to EOHLC after the public hearing to be held in March of 2025.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

11. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

12. ADJOURNMENT

Moved to adjourn by James Harris and seconded by Brenda Kleschinsky at 4:34PM. Voted 4-0.