

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – January 9, 2024

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Catherine Boyle, Brenda Kleschinsky, James Harris and Mary Lou Bigelow (arrived at 4:15 PM). 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 December 5, 2023 as presented.
Moved to approve by Brenda Kleschinsky and seconded by James Harris. Voted 4-0, Absent -1.

2. DIRECTOR’S REPORT

Vacancy Report –One - 667 unit. One – Management unit.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders and snow removal efforts.
- b) We are currently waiting for EOHCL to complete the next steps in the two ARPA funded capital projects. Roof project to get underway this month, Electric Panel project in planning phase.

3. TENANT’S OPEN FORUM

No tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 97,011.82 for the period from December 1, 2023 through December 31, 2023.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0, Absent -1.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of December 1, 2023 through December 31, 2023.

a. Payroll	\$ 26,064.87
b. Section 8 Account	\$ 213,811.00
c. FSS	\$ 10,337.00

5. SECTION-8 PROGRAM STATISTICS FOR December 2023

The Board received and reviewed the Section 8 statistics for December 2023
145 Active Vouchers

6. REVIEW AND APPROVAL OF COST COMPARATIVES July 1, 2023 through September 30, 2023

The Board reviewed and approved the cost comparatives from July 1, 2023 through September 30, 2023.

Moved to approve by Catherine Boyle and seconded by James Harris. Voted 4-0, Absent – 1.

7. REVIEW AND APPROVAL OF QUARTERLY OPERATING STATEMENT September 30, 2023

The Board reviewed and approved the quarterly operating statement ending September 30, 2023.

Moved to approve by Benda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

8. REVIEW AND APPROVAL OF QUARTERLY MODERNIZATION REPORT September 30, 2023

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

Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 5-0.

9. REVIEW OF CAPITAL IMPROVEMENT PLAN FY-2025

The Board discussed the Capital Improvement Plan for FY 2025 and will receive a copy when complete.

10. REVIEW AND APPROVAL OF WRITE-OFFS's FOR DELINQUENT ACCOUNTS

The Board reviewed and approved the amount of \$505.00 for one vacant account.

Moved to approve by Mary Lou Bigelow and seconded by Catherine Boyle. Voted 5-0.

11. REVIEW AND APPROVAL OF SECURITY CAMERA POLICY

The Board reviewed and approved the Security Camera Policy.

Moved to approve James Harris and seconded by Brenda Kleschinsky. Voted 5-0.

12. REVIEW AND APPROVAL OF SNOW REMOVAL POLICY

The Board reviewed and approved the Snow Removal Policy.

Moved to approve James Harris and seconded by Catherine Boyle. Voted 5-0.

13. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None.

14. COMMITTEE REPORTS

a) Housing For People with Disabilities

15. ADJOURNMENT

Moved to adjourn at 4:45 PM by Mary Lou Bigelow and seconded by James Harris. Voted 5-0.