

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – November 12, 2024

HYBRID PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Brenda Kleschinsky, Mary Lou Bigelow and James Harris. Also, present Executive Director Susan Cashell, Assistant Director Denise Lynch.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of October 10, 2024 as presented.

Moved to approve by Brenda Kleschinsky 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 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 awaiting a contract to be presented to the Housing Authority.
- d) The Water Pipe Project Phase 2 is in the bidding stages.

3. TENANT'S OPEN FORUM /PUBLIC

There were no tenants present. Vanessa Linsey of Winchester, MA. was present

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$72,505.90 for the period from October 1, 2024 through October 31, 2024.

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

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

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|----------------------|---------------|
| a. Payroll | \$ 31,955.78 |
| b. Section 8 Account | \$ 221,751.45 |
| c. FSS | \$ 6,400.00 |

5. SECTION-8 PROGRAM STATISTICS FOR OCTOBER 2024

The Board received and reviewed the Section 8 statistics for October 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 September 30, 2024.

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

7. REVIEW AND VOTE OF REQUEST FROM CONSERVATION COMMISSION

The Board reviewed and approved the request from the Conservation Commission for The Wedge Pond Shoreline Restoration Project.

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

8. REVIEW AND VOTE OF CIP CHANGES

The Board reviewed and approved the changes to the Capital Improvement Plan

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

9. REVIEW AND VOTE ON SECTION 8 UTILITY ALLOWANCES

The Board reviewed and approved the new Utility Allowances for Section 8 starting December 1, 2024.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

11. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

b) Community Preservation Act – James Harris notified the Board that the CPA passed, James will represent the WHA on the CPA Board.

12. ADJOURNMENT

Moved to adjourn by James Harris and seconded by Brenda Kleschinsky at 4:30 PM. Voted 4 0.