

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – February 13, 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, and Mary Lou Bigelow. Also present Executive Director Susan Cashell and Assistant Director Denise Lynch. Absent: James Harris

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of January 9, 2024 as presented, with the exception of the Snow Removal Policy, Commissioner Boyle requested that a new vote be taken at the next meeting due to a zoom interruption. Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0, Absent -1.

2. DIRECTOR’S REPORT

Vacancy Report –One – Management unit.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders and snow removal efforts.
- b) The Roof project has been pushed out to spring due to weather concerns, the Electric Panel project is still in the planning phase.
- c) The office staff has been busy preparing for the annual audit, which is currently underway.

3. TENANT’S OPEN FORUM

No tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 123,038.23 for the period from January 1, 2024 through January 31, 2024.

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 January 1, 2024 through January 31, 2024.

a. Payroll	\$ 30,042.93
b. Section 8 Account	\$ 220,114.84
c. FSS	\$ 10,337.00

5. SECTION-8 PROGRAM STATISTICS FOR January 2024

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

146 Active Vouchers

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

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

Moved to approve by Benda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0, Absent – 1.

7. REVIEW AND APPROVAL OF HEAT PUMP MAINTENANCE CONTRACT

The Board reviewed and approved the Heat Pump Maintenance Contract.

Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 4-0, Absent -1.

8. REVIEW AND APPROVAL OF CONTRACT FOR FINANCIAL ASSISTANCE (CFA) 5001

The Board reviewed and approved the acceptance for the CFA 5001 Amendment #12 in the amount \$775,078.60

Moved to approve by Benda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0, Absent -1.

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None.

10. COMMITTEE REPORTS

a) Housing For People with Disabilities

11. ADJOURNMENT

Moved to adjourn at 4:16 PM by Mary Lou Bigelow and seconded by Brenda Kleschinsky.

Voted 4-0, Absent – 1.