

**WINCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – March 12, 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. 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 February 13, 2024 as presented.  
Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.

2. DIRECTOR’S REPORT

Vacancy Report –One – Management unit.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders.
- b) The Roof project has started, the Electric Panel project is still in the planning phase.
- c) The Engineer from EOHLC is conducting a walk thru at Palmer Street this week to refresh himself with the buildings for the Waterpipe project.
- d) The fire alarm testing will begin this week at both the Mary Murphy and John Doherty sites.

3. TENANT’S OPEN FORUM

No tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 73,404.64 for the period from February 1, 2024 through February 29, 2024.

Moved to approve by Mary Lou Bigelow and seconded by James Harris. Voted 5-0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of February 1, 2024 through February 29, 2024.

|                      |               |
|----------------------|---------------|
| a. Payroll           | \$ 32,857.96  |
| b. Section 8 Account | \$ 215,216.46 |
| c. FSS               | \$ 9,473.00   |

5. SECTION-8 PROGRAM STATISTICS FOR February 2024

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

147 Active Vouchers

6. REVIEW AND APPROVAL OF COST COMPARATIVES July 1, 2023 through December 31, 2023  
The Board reviewed and approved the cost comparatives from July 1, 2023 through December 31, 2023.  
Moved to approve by Catherine Boyle and seconded by Benda Kleschinsky. Voted 5-0
7. REVIEW AND APPROVAL OF QUARTERLY OPERATING STATEMENT:  
The Board reviewed and approved the Quarterly Operating Statement Ending December 31, 2023.  
Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.
8. REVIEW AND APPROVAL OF QUARTERLY MODERNIZATION REPORT:  
The Board reviewed and approved the Quarterly Modernization Report Ending  
Moved to approve by James Harris and seconded by Mary Lou Bigelow. Voted 5-0.
9. REVIEW AND APPROVAL OF AUP AUDIT:  
The Board reviewed and approved the AUP Audit as presented for FY-2023.  
Moved to approve by Catherine Boyle and seconded by James Harris. Voted 5-0.
10. REVIEW AND APPROVAL OF ANNUAL PLAN:  
The Board reviewed and approved the Annual Plan inclusive of the Capital Plan for FY 2025.  
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.
11. REVIEW AND APPROVAL OF SNOW REMOVAL POLICY:  
The Board reviewed and approved the Snow Removal Policy.  
Moved to approve by James Harris and seconded by Mary Lou Bigelow. Voted 5-0.
12. REQUEST TO POCEED WITH RFP FOR GROUP HOME:  
The Board reviewed and approved a request to move forward with an RFP for a Project Based Home for disabled adults.  
Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.
13. REVIEW AND APPROVAL OF A COMPANY CREDIT CARD AND POLICY:  
The Board reviewed and approved a request to apply for a company credit card along with a policy to govern the use of the credit card.  
Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 5-0.
14. OTHER BUSINESS LEGALLY BEFORE THE BOARD:  
The Board discussed the tenant board seat that expires on 4/26/2024.
15. COMMITTEE REPORTS:
  - a) HOUSING FOR PEOPLE WITH DISABILITIES
16. ADJOURNMENT:  
Moved to adjournment at 4:53 PM.  
Moved approve by James Harris and seconded by Mary Lou Bigelow. Voted 5-0.

