

WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Minutes of Regular Meeting – April 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. 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 March 12, 2024 as presented.

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

2. DIRECTOR'S REPORT

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

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders.
- b) The Roof project is nearly completed. The Electric Panel project is still in the planning phase.

3. TENANT'S OPEN FORUM

No tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 53,566.00 for the period from March 1, 2024 through March 31, 2024.

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

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

a. Payroll	\$ 27,286.50
b. Section 8 Account	\$ 217,948.29
c. FSS	\$ 9,323.00

5. SECTION-8 PROGRAM STATISTICS FOR March 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 February 29, 2024

The Board reviewed and approved the cost comparatives from July 1, 2023 through February 29, 2024 as presented.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0

7. REVIEW AND APPROVAL PHA PLAN:

The Board reviewed and approved the PHA Plan, no comments were received from public hearing.

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

8. REVIEW AND APPROVAL OF NEW MAINTENANCE RATES:

The Board reviewed and approved the Department of Labor rates for maintenance workers.

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

9. REVIEW AND APPROVAL OF WAGE MATCH SYSTEM FOR STATE HOUSING:

The Board reviewed and approved the state wage match system as required by EOHLC.

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

10. REVIEW AND APPROVAL OF FY- 2023 AUDIT:

The Board reviewed and approved the FY-2023 Audit as presented by Dooley and Vicars CPAs.

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

11. REVIEW AND APPROVAL OF CFA FOR ELECTRIC PANELS:

The Board reviewed and approved the acceptance of the Contract for Financial Assistance for the electric panels.

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

12. REVIEW OF APPLICATION FOR PAYMENT FOR FASCIA BOARD REPAIR/REPLACEMENT:

The Board reviewed and approved a fee proposal to repair and/or replace the balcony fascia boards at the Mary Murphy complex created by RCAT.

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

13. REVIEW AND APPROVAL OF CHANGE ORDER FOR ROOFING PROJECT:

The Board reviewed and approved the change order request for John Doherty roofing project.

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

14. REVIEW OF APPLICATION FOR PAYMENT ROOFING PROJECT:

The Board reviewed and approved the application for payment for the John Doherty Apartments roofing project.

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

15. OTHER BUSINESS LEGALLY BEFORE THE BOARD:

16. COMMITTEE REPORTS:

a) HOUSING FOR PEOPLE WITH DISABILITIES

17. ADJOURNMENT:

Moved to adjournment at 4:35 PM.

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.