

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – June 11, 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 May 14th, 2024 as presented.

Moved to approve by James Harris and seconded by Brenda Kleschinsky. 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 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 \$ 78,103.45 for the period from May 1, 2024 through May 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 May 1, 2024 through May 31, 2024.

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|----------------------|---------------|
| a. Payroll | \$ 33,816.44 |
| b. Section 8 Account | \$ 226,906.46 |
| c. FSS | \$ 9,085.00 |

5. SECTION-8 PROGRAM STATISTICS FOR MAY 2024

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

146 Active Vouchers

6. REVIEW AND APPROVAL OF COST COMPARATIVES

The Board reviewed and approved the Cost Comparatives from July 1, 2023 through April 30, 2024 as presented.

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

7. REVIEW AND APPROVAL OF CSC & CFC ROOF PROJECT

The Board reviewed and approved the Certificate of Substantial Completion.

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

The Board reviewed and approved the Certificate of Final Completion.

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

8. REVIEW AND APPROVAL OF PLUMBING CONTRACT

The Board reviewed and approved the awarding of the Plumbing Contract to Precision Plumbing.

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

9. REVIEW AND APPROVAL OF REVISION #1 OF RSC GRANT

The Board reviewed and approved the budget revision of the RSC Grant to increase funding to \$ 70,000.00.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD:

None

11. COMMITTEE REPORTS:

a) HOUSING FOR PEOPLE WITH DISABILITIES

12. ADJOURNMENT:

Moved to adjournment at 4:40 PM.

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