

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – July 16, 2024

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, 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 June 11th, 2024 as presented.

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

MINUTES:

The Board reviewed and approved the Minutes of the Special Meeting of June 21st, 2024 as Presented.

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

2. DIRECTOR'S REPORT:

Vacancy Report – 2 vacant units.

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.
- c) The Water Pipe project is on schedule as well as the back deck fascia board project.

3. TENANT'S OPEN FORUM:

No tenants were present.

4. FINANCIALS:

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 288,449.03 for the period from June 1, 2024 through June 30, 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 June 1, 2024 through June 30, 2024.

a. Payroll	\$ 30,081.37
b. Section 8 Account	\$ 229,759.46
c. FSS	\$ 9,158.00

5. SECTION-8 PROGRAM STATISTICS FOR JUNE 2024:

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

147 Active Vouchers

6. REVIEW AND APPROVAL OF COST COMPARATIVES:

The Board reviewed and approved the Cost Comparatives from July 1, 2023 through May 31, 2024 as presented.

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

7. REVIEW AND APPROVAL OF VACANT ACCOUNTS:

The Board reviewed and approved the write off of \$446.00 in vacant accounts.

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

8. REVIEW AND APPROVAL OF APPROPRIATION FOR RETIREMENT:

The Board reviewed and approved the payment to the town of Winchester Retirement System for \$65,910.00 due on or before September 1, 2024.

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

9. REVIEW AND APPROVAL OF BACK DECK FASCIA BOARDS:

The Board reviewed and approved the Awarding of Low Bid to John Skouras Co. Inc for the Palmer Street Back Deck Fascia Board Replacement Project, # 344052.

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

12. ADJOURNMENT:

Moved to adjournment at 4:20 PM.

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