

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – August 27, 2024

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairman June McInnis, Mary Lou Bigelow, Brenda Kleschinsky and James Harris. Also, present Executive Director Susan Cashell, Assistant Director Denise Lynch and Fee Accountant Rich Conlon.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of July 16th, 2024 as presented.

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

2. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of July 23rd, 2024 as presented.

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

3. DIRECTOR'S REPORT

Vacancy Report – One

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping
- b) Back deck fascia board project is underway at Palmer Street.

4. TENANT'S OPEN FORUM

There were no tenants present.

5. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 137,816.67 for the period from July 1, 2024 through July 31, 2024.

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

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

a. Payroll	\$ 29,893.00
b. Section 8 Account	\$ 223,342.46
c. FSS	\$ 9,158.00

6. SECTION-8 PROGRAM STATISTICS FOR JULY 2023

145 Active Vouchers.

7. QUARTERLY MODERNIZATION REPORT ENDING JUNE 30, 2024

The Board reviewed and approved the quarterly modernization report ending June 30, 2024.
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0.

8. YEAR-END OPERATING REPORTS ENDING JUNE 30, 2023

The Board reviewed and approved the FY-24 year-end financial reports as presented by Fee Accountant Rich Conlon.

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

YEAR-END CERTIFICATION REPORT

a) Top Five Compensation Report

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

b) Tenant Account Receivables Report

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

c) Certification of Compliance Report

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

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

10. COMMITTEE REPORTS

a) Housing For People with Disabilities –

11. ADJOURNMENT

Moved to adjourn at 4:46 PM by Brenda Kleschinsky and seconded by James Harris. Voted 4-0.