

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – September 17, 2024

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Brenda Kleschinsky, Mary Lou Bigelow and James Harris. Also present Executive Director Susan Cashell, Assistant Director Denise Lynch and Fee Accountants Richard Conlon and Daniel Kane.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of August 27, 2024 as presented.
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – 0

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing units for turnovers and landscaping and plumbing issues.
- b) The Back Deck Fascia Board project for the Mary Murphy Complex is still going on.
- c) A Walk thru for the electric panel -Switch gate will take place tomorrow at 10:00 AM.
- d) The start of the bidding phase for the Water-Pipe project is about 2 weeks out.
- e) A new advertisement was placed for the part-time maintenance position on September 13, 2024.

3. TENANT'S OPEN FORUM

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$129,768.37 for the period from August 1, 2024 through August 31, 2024.

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

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

a. Payroll	\$ 36,440.83
b. Section 8 Account	\$ 223,432.45
c. FSS	\$ 7,271.00

5. SECTION-8 PROGRAM STATISTICS FOR AUGUST 2024

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

144 Active WHA Vouchers, 1- Port-in

6. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S SALARY

The Board voted to increase the Executive Director's annual salary from \$106,616.00 to \$110,881.00

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

7. BUDGET PRESENTATION AND VOTE

Fee Accountant Richard Conlon presented the FY-24 budget for review and approval.

The Board discussed and voted to approve budgets and certifications as follows:

400-01 Program, Moved to approve by Brenda Kleschinsky and seconded by James Harris. Voted 4-0.

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

Sec. 8 Program, Moved to approve by Mary Lou Bigelow and seconded by Brenda Kleschinsky. Voted 4-0.

Ross Program, Moved to approve by Mary Lou Bigelow and seconded by James Harris. 4-0.

8. REVIEW AND APPROVAL OF HY-BRID MEETINGS

The Board reviewed and approved Hy-Brid Meetings to start in October 2024.

Moved to approve by Mary Lou Bigelow and seconded by James Harris. 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 by Brenda Kleschinsky and James Harris at 4:53 PM. Voted 4 0.