MINUTES OF REGULAR BOARD MEETING OF MAY 19, 2025
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:10 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Patricia McKay, Theresa Lynskey, Michelle Frazier, Ann Holbrook

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting held on April 14, 2025. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the April 2025 vouchers, March 2025 bank balances and financial statements and the quarter ending 3/31/2025 operating statements, MOD reports and tenants accounts receivable (TARS) report. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to approve Kerri ann Veiga as the Authorized Officer designated to verify the Contractor Authorized Signatory List. The vote was unanimous.

Motion by Katharine Kelleher and seconded by Michelle Frazier to designate Patricia McKay as a third signatory for the Contract of Financial Assistance. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the review of the Inventory and Equipment Policy with no changes made. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the review of the Winter and Snow Policy with no changes made. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the review of the Credit Check Policy with no changes made. The vote was unanimous.

Motion by Patrica McKay and seconded by Ann Holbrook to approve the Wage Match Certification for FYE 2025. The vote was unanimous.

The Executive Director informed the Board that her contract is ending on June 30th, 2025 and will be discussed at the next Board meeting.

Motion by Patricia McKay and seconded by Ann Holbrook to accept Public Housing Notice PHN-05 2025 "Revised Income Limits for Admission & Fair Market Rents for Continued Occupancy". The vote was unanimous.

In the interest of time and efficiency, motion by Patricia McKay and seconded by Ann Holbrook to approve the Certificate of Substantial Completion on the Stetson Terrace Underground Wiring Project No. 338093. The vote was unanimous.

Motion by Patricia McKay and seconded by Ann Holbrook to accept the Executive Director's Report. The vote was unanimous.

Under new business, the Director informed the Board that a two-family, built in 1895, that is managed by the Housing Authority is vacant and needs a significant amount of work. The Director and Maintenance Supervisor will be working with RCAT, EOHLC and the LEAN program to address as many improvements as funding allows.

Motion by Patricia McKay and seconded by Theresa Lynskey to adjourn the meeting at 8:34p.m. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson

Eileen Gibson
Executive Director