

MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 10, 2025  
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:05 P.M. It was noted that the meeting was being recorded.

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

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting held on December 9, 2024. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting held on January 13, 2025. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the January 2025 vouchers, December 2024 bank balances and financial statements and the quarter ending December 31, 2024 operating statements, modernization reports, and tenants accounts receivable. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the 2025 contract for accounting services with Fenton Ewald & Associates. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. 2 on the Creative Place Making Project No. 338082 in the amount of \$655.54. This is for interest charges due to the contractor for a late payment from the Executive Office of Housing & Livable Communities (EOHLC). The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to rescind Board approval on Change Order No. 1 in the amount of \$6,105 on the Stetson Terrace Underground Wiring Replacement Project No. 338093, due to additional charges. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve revised Change Order No. 1 on the Stetson Terrace Underground Wiring Replacement Project No. 338093, in the amount of \$7,020.75 to include additional time and trenching associated with Comcast's new underground conduits and wiring. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. 2 on the Stetson Terrace Underground Wiring Project No. 338093 in the amount of \$1,398.40 to include the installation of 3 phase panels not single phase. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Housing Authority's submittal of the 2024 Annual Town Report. The vote was unanimous.

Motion by Michelle Frazier and seconded by Theresa Lynskey for all Board members to review the Annual Plan and Capital Improvement Plan that will be discussed and voted on at the March 10<sup>th</sup>, 2025 Board meeting. The vote was unanimous.

Motion by Patricia McKay and seconded Theresa Lynskey to accept the following Public Housing Notices:

**PHN 2025-01** "Vacant Unit Turnover Task Force"

**PHN 2025-02** "Comprehensive Modernization NOFA"

The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Executive Director's Report. The vote was unanimous.

Under new business, Patricia McKay confirmed that the next Community Preservation Committee meeting is scheduled for February 18<sup>th</sup> at 5:30p.m. and requested that the Executive Director come to the meeting to answer any questions the Committee might have regarding the Housing Authority's request for funding.

Motion by Patricia McKay and seconded by Theresa Lynskey to adjourn the meeting at 7:46p.m. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director