

WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Minutes of Regular Meeting – JULY 8, 2025

Location: 41 Palmer Street

4:30 PM

CALL TO ORDER – Members present: Chairman James Harris, Mary Lou Bigelow and Laura Glynn. Also, present Executive Director Susan Doherty Cashell and Assistant Director Denise Lynch.

Absent: June McInnis

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of June 10, 2025 as presented.

Moved to approve by Laura Glynn and seconded by Mary Lou Bigelow. Voted 3-0.

2. DIRECTOR'S REPORT

Vacancy Report – 1 family EOHLC.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing unit for turnovers and landscaping.
- b) The Electric Panel Project is nearly complete as only a small part is left at Palmer Street and will be completed when we receive a date from Eversource for the final shut down.
- c) The Water Pipe Project Phase 2 is almost complete the WHA is currently waiting for EOHLC to come out to review the work and the punch list of items that are in question.

3. TENANT'S OPEN FORUM /PUBLIC

Mary Alice Leyden, Marilyn Kennedy, Vanessa Schukis, Jean Kilker, Ruba Gnanaratnam, Patrica Bell.

Tenants have asked to have a meeting for the tenant's association to plan for elections of officers. The Director has stated that she would give the current president two dates and if one was not decided on then one would be picked by the WHA staff and a notice will be sent out to all residents.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 441,988.01 for the period from June 1, 2025 through June 30, 2025.

Moved to approve by Laura Glynn and seconded by Mary Lou Bigelow. Voted 3-0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of June 1, 2025 through June 30, 2025.

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| a. Payroll | \$ 31,940.09 |
| b. Section 8 Account | \$ 226,091.39 |
| c. FSS | \$ 5,486.00 |

5. SECTION-8 PROGRAM STATISTICS FOR April 2025

The Board received and reviewed the Section 8 statistics for June 2025.

136 Active WHA Vouchers, 3- Port-in (139 in total) end of month

6. COST COMPARATIVES

The Board reviewed and approved the Cost Comparatives for July 1, 2024 through May 31, 2025.

Moved to approve by Mary Lou Bigelow and seconded by Laura Glynn. Voted 3-0.

7. REVIEW AND VOTE ON RETIREMENT APPROPRIATION:

The Board reviewed and approved the Retirement Appropriation of \$60,179.00 to be paid prior to August 31, 2025.

Moved to approve by Laura Glynn and seconded by Mary Lou Bigelow. Voted 3-0.

8. OTHER BUSINESS LEGALLY BEFORE THE BOARD

Two matters requiring board action were brought before the board: the first was using capital funds (administrative funds) for a portion of the Modernization Coordinator's salary for three of the capital projects currently on going. A CFC and a C/O for Project #344052, which involves back deck fascia board repair or replacement and front entryway painting. While these items were brought before the board for discussion, time limitations prevented a formal vote. To address this, a special meeting will be held in accordance with open meeting regulations, where these items will be included on the agenda for proper consideration.

9. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

b) Community Preservation Committee –

10. ADJOURNMENT

Moved to adjourn by Mary Lou Bigelow and seconded by Laura Glynn at 5:28 PM. Voted 3-0.