

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Special Meeting – July 11, 2025

REMOTE PARTICIPATION

CALL TO ORDER – Members present: Chairperson James Harris, June McInnis, Mary Lou Bigelow and Laura Glynn. Also, present Executive Director Susan Cashell and Assistant Director Denise Lynch.
(Note Mary Lou Bigelow attended at 10:11 AM)

1. REVIEW AND APPROVAL OF CHANGE ORDER AND CFC FOR PROJECT #344052
 - a) The Board reviewed and approved the change order decreasing the funding for project #344052, back deck facia board repair/replacement and front entry painting by \$16,500.00
Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.
Mary Lou Bigelow not present for vote.
 - b) The Board reviewed and approved the Certificate of Final Completion for project #344052.
Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.
Mary Lou Bigelow not present for vote.
2. REVIEW AND APPROVAL OF THE USE OF CAPITAL FUNDS FOR EXPENSES/OVERSIGHT FOR CAPITAL PROJECTS #344046, #344050, #344047

The Board reviewed and approved the use of capital funds for the administration and oversight of the above listed projects.

 - a) Project #344046 Federal Pacific Panel Replacement ARPA monies in the amount of \$4,240.00.
Moved to approve by June McInnis seconded by Mary Lou Bigelow. Voted 4-0.
 - b) Project #344050 Water Pipe Project Phase 2, Mary Murphy Apartments in the amount of \$6360.00.
Moved to approve by June McInnis and seconded by Laura Glynn. Voted 4-0.
 - c) Project #344047 Roof and Facia Board Replacement at the John Doherty Complex ARPA monies in the amount of \$636.00.
Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.
3. DIRECTOR'S REPORT:
4. ADJOURNMENT:

Moved to adjournment at 10:30 AM.
Moved to approve by James Harris and seconded by Laura Glynn-4-0.