

WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Minutes of Regular Meeting – August 26, 2025

Location: 13 Westley Street

4:30 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of July 8, 2025 as presented.

Moved to approve by Mary Lou Bigelow and seconded by Laura Glynn. Voted 4-0.

MINUTES The Board reviewed and approved the Minutes of the Special Board Meeting of July 11, 2025 as presented.

Moved to approve by June McInnis 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 unit for turnovers and landscaping.
- b) The Water Pipe Project Phase 2 is almost complete the WHA is currently waiting for BLW and the plumber to review the work and address the questions of the diverters and the gate valves.
- c) The Sprinkler Company is currently addressing the pipes in buildings 1,3,5,7 to see how to maintain the temperature in the pipes to address any freezing that may occur in the winter months.
- d) EOHLC is funding a Human Resource position for 9 local housing authorities, Winchester Housing Authority will be responsible for 6% of the cost of the office and computer supplies.

3. TENANT'S OPEN FORUM /PUBLIC

No tenants or public were present

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 328,574.57 for the period from July 1, 2025 through July 31, 2025.

Moved to approve by Laura Glynn and seconded by June McInnis. Voted 4-0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of July 1, 2025 through July 31, 2025.

a. Payroll	\$ 43,357.40
b. Section 8 Account	\$ 226,728.39
c. FSS	\$ 5,647.00

5. SECTION-8 PROGRAM STATISTICS FOR JULY 2025

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

134 Leased WHA Vouchers, 3- Port-in (137 in total) end of month

6. QUARTERLY MODERNIZATION REPORT ENDING JUNE 30, 2025

The Board reviewed and approved the quarterly modernization report ending June 30, 2025.

Moved to approve by Laura Glynn and seconded by Mary Lou Bigelow. Voted 4-0.

7. YEAR-END OPERATING REPORTS ENDING JUNE 30, 2025

The Board reviewed and approved the FY-25 year-end financial reports as presented by Fee Accountant Richard Conlon.

Moved to approve by Laura Glynn and seconded by June McInnis

YEAR-END CERTIFICATION REPORT(S)

a) Top Five Compensation Report

Moved to approve by Laura Glynn and seconded by June McInnis. Voted 4-0.

b) Tenant Account Receivables Report

Moved to approve by Laura Glynn and seconded by June McInnis. Voted 4-0.

c) Certification of Compliance Report

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.

8. CAPITAL IMPROVEMENT PROJECT(S)

The certificate of completion for the Federal Pacific Panel Project was postponed until the September meeting as the contractor did not have it submitted in time for this meeting.

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

10. COMMITTEE REPORTS

a) Housing for people with disabilities – None.

b) Community Preservation Committee –Laura Glynn has volunteered to represent the Housing Authority on this committee and will let the Board know of any news.

11. ADJOURNMENT

Moved to adjourn by June McInnis and seconded by Mary Lou Bigelow at 5:25 PM. Voted 4-0.