

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – September 9, 2025

Location: 41 Palmer Street

4:30 PM

CALL TO ORDER – Members present: Chairman James Harris, Mary Lou Bigelow, June McInnis and Laura Glynn. Also, present 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 August 26, 2025 as presented.

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

2. DIRECTOR'S REPORT

Vacancy Report – 0 Vacancies.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders, preparing unit for new lease up and landscaping.
- b) The Water Pipe Project Phase 2 is almost complete the WHA is currently waiting for EOHLC and the Engineer to come out to review the work and the punch list of items that are in question.

3. TENANT'S OPEN FORUM /PUBLIC

Merilyn Kennedy, Vanessa Schukis, Eleni Tsaparas.

Vanessa spoke on the newly formed Tenants Association and stated that it is going very well, they had a Wiener roast that was well attended and will be have more events in the future.

Eleni and Merilyn are concerned about the trash and the racoons. The tenants also have concerns about the random bikes around the complex. Asst. Director Denise Lynch explained that the housing authority will be putting in a bike rack to eliminate the issue of bikes scattered around the complex.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 110,919.75 for the period from August 1, 2025 through August 31, 2025.

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

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

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| a. Payroll | \$ 34,853.75 |
| b. Section 8 Account | \$ 227,402.39 |
| c. FSS | \$ 5,647.00 |

5. SECTION-8 PROGRAM STATISTICS FOR August 2025

The Board received and reviewed the Section 8 statistics for August 2025.
134 Active WHA Vouchers, 3- Port-in (137 in total) end of month

6. REVIEW AND VOTE ON SOCIAL MEDIA POLICY:

The Board reviewed and decided to table the adoption on this policy until such time as EOHLC issues a directive and a template of such policy.
Moved to approve by June McInnis and seconded by Mary Lou Bigelow. Voted 4-0.

7. REVIEW AND VOTE ON DRUG AND ALCOHOL POLICY:

The Board reviewed and decided to table the adoption on this policy until such time as EOHLC issues a directive and a template of such policy.
Moved to approve by June McInnis and seconded by Laura Glynn. Voted 4-0.

8. REVIEW AND VOTE ON CAPITAL IMPROVEMENT PROJECT(S):

The Board reviewed and approved the Certificate of Substantial Completion for the Federal Pacific Panel Upgrade Project # 344046.

9. OTHER BUSINESS LEGALLY BEFORE THE BOARD

10. COMMITTEE REPORTS

- a) Housing for people with disabilities – None.
- b) Community Preservation Committee –

11. ADJOURNMENT

Moved to adjourn by Laura Glynn and seconded by June McInnis at 5:34 PM. Voted 4-0.