

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – October 14, 2025

Location: 13 Westley Street

4:30 PM

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

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of September 9, 2025 as presented.

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

2. DIRECTOR'S REPORT

Vacancy Report – 1 - 667

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with workorders after inspections at the 667 properties.
- b) The WHA is still interviewing for the part-time maintenance position.
- c) The WHA is still working with the plumber and the engineer regarding the need of a change order for the Water Pipe project.
- d) A revision in the CIP has been submitted for approval for the sprinkler pipes in the attics of building 1 – 7 Westley Street.

3. TENANT'S OPEN FORUM

There were no tenants present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$83,951.34 for the period from September 1, 2025 thru September 30, 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 September 1, 2025 thru September 30, 2025.

- | | |
|----------------------|---------------|
| a. Payroll | \$ 30,467.93 |
| b. Section 8 Account | \$ 225,147.00 |
| c. FSS | \$ 6,023.00 |

5. SECTION-8 PROGRAM STATISTICS FOR September 2025

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

134 Active WHA Vouchers, 3- Port-in

6. REVIEW AND VOTE ON PRELIMINARY COST COMPARATIVES:

The Board reviewed and approved the preliminary cost comparatives for the period of July 1, 2025 thru August 31, 2025.

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

7. REVIEW AND VOTE OF EXECUTIVE DIRECTOR'S SALARY:

The Board voted to increase the Executive Director's annual salary for FY- 2026 from \$110,881.00 to \$113,099.00

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

8. BUDGET PRESENTATION AND VOTE:

Fee Accountant Richard Conlon presented the FY-26 budget for review and approval.

The Board discussed and voted to approve budgets and certifications as follows:

400-01 Program, Moved to approve by Laura Glynn and seconded by June McInnis. Voted 4-0.

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

Sec. 8 Program, Moved to approve by Laura Glynn and seconded by June McInnis. Voted 4-0.

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

9. REVIEW AND VOTE OF MORTGAGE PAY-OFF FOR MANAGEMENT PROPERTY:

The Board reviewed and voted to approve the pay-off for the Main Street Management Property of \$18,514.81 with a current interest rate of 5.75%. The Mortgage is held by the Winchester Cooperative Bank.

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

10. REVIEW AND VOTE ON TRANSFERRING FUNDS FOR INVESTMENTS:

The Board reviewed and voted on transferring \$300,000.00 from the Management Account to Massachusetts Municipal Depository Trust and voted on transferring \$300,000.00-to-1-year CDs with the Winchester Cooperative Bank.

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

11. CAPITAL IMPROVEMENT PROJECT(S):

RCAT is submitting a change to the CIP to include the possibility of heat wrapping the attic pipes in buildings 1 thru 7 at the Westley Street Development.

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

12. REVIEW AND VOTE ON THE FY-2026 FMR's FOR SECTION 8:

The board reviewed and approved the use of the FY-2026 FMR's starting November 2025 for all MSA's.

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

13. REVIEW AND VOTE ON THE FY-2026 SAFMR's FOR SECTION 8:

The board reviewed and approved the use of SAFMR's starting November 2025 for Winchester and North Andover.

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

14. REVIEW AND VOTE ON WRITE-OFF OF BAD DEBT:

The board reviewed and approved the write-off of \$130.00 of vacated tenant's account balance. Moved to approve by Laura Glynn and seconded by Mary Lou Bigelow. Voted 4-0.

15. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

16. COMMITTEE REPORTS

- a) Housing Partnership
- b) CPA

17. ADJOURNMENT

Moved to adjourn by June McInnis and seconded by Mary Lou Bigelow at 5:59 PM. Voted 4 0.