

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – November 12, 2025

Location: 41 Palmer 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 and Assistant Director Denise Lynch.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of October 14, 2025 as presented.

Moved to approve by June McInnis and seconded by Mary Lou Bigelow. 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 has filled the part-time maintenance position.
- c) The WHA is working with the plumber and the engineer regarding the work needed for the completion of the Water Pipe project.
- d) A revision in the CIP has been approved 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 \$127,213.60 for the period from October 1, 2025 thru October 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 September 1, 2025 thru September 30, 2025.

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|----------------------|---------------|
| a. Payroll | \$ 32,885.10 |
| b. Section 8 Account | \$ 225,837.99 |
| c. FSS | \$ 6,043.00 |

5. SECTION-8 PROGRAM STATISTICS FOR October 2025

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

134 Active WHA Vouchers, 3- Port-in Vouchers

6. REVIEW AND VOTE ON ADDITIONAL SIGNATURES FOR BANK ACCOUNTS

At the request of Laura Glynn, the board deferred this item for further clarification
Move to defer by Laura Glynn and seconded by June McInnis. Voted 4-0.

7. REVIEW AND VOTE ON QUARTERLY REPORTS

The Board reviewed and approved the quarterly operating statements ending
September 30, 2025.

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

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

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

8. REVIEW AND VOTE ON PRELIMINARY COST COMPARATIVES:

The Board reviewed and approved the preliminary cost comparatives for the period of
July 1, 2025 thru September 30, 2025.

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

9. REVIEW AND VOTE ON CHANGE ORDER FOR PROJECT #344050.

The Board reviewed and approved the change order for the project #344050.

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

10. REVIEW AND VOTE ON THE CFC FOR PROJECT #344046:

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

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

11. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

12. COMMITTEE REPORTS

- a) Housing Partnership
- b) CPA

13. ADJOURNMENT

Moved to adjourn by Laura Glynn and seconded by June McInnis at 5:08 PM. Voted 4 0.