

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – December 9, 2025

Location: 13 Westley Street

4:30 PM

CALL TO ORDER – Members present: Chairperson James Harris, June McInnis and Laura Glynn. Also present Executive Director Susan Cashell and Assistant Director Denise Lynch.

Absent: Mary Lou Bigelow

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of November 12, 2025 as presented.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

2. DIRECTOR'S REPORT

Vacancy Report – None

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with workorders after inspections at the 667 properties.
- b) The WHA is working with the plumber and the engineer regarding the work needed for the completion of the Water Pipe project.
- c) RCAT is assisting in the permanent solution of 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 \$48,707.66 for the period from November 1, 2025 thru November 30, 2025.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of November 1, 2025 thru November 30, 2025.

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|----------------------|---------------|
| a. Payroll | \$ 30,116.54 |
| b. Section 8 Account | \$ 224,717.78 |
| c. FSS | \$ 6,055.00 |

5. SECTION-8 PROGRAM STATISTICS FOR November 2025

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

134 Active WHA Vouchers, 3- Port-in Vouchers Total 137

6. REVIEW AND VOTE ON BANKING SIGNATURES:

The Board reviewed and approved the addition of Chairman James Harris to all accounts for signature authority.

Move to approve by June McInnis and seconded by Laura Glynn.

7. REVIEW AND VOTE ON PRELIMINARY COST COMPARATIVES:

At the time of this meeting the Preliminary Cost Comparatives were not ready for review from the Fee Accountant.

8. REVIEW AND VOTE ON CERTIFICATE OF SUBSTANTIAL COMPLETION FOR PROJECT #344050:

The Board reviewed and approved the CSC for the project #344050.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

9. REVIEW AND VOTE ON MASS NAHRO PROPERTY INSURANCE:

The Board reviewed and approved the Mass Nahro Property Insurance Participation Agreement and Invoice in the amount of \$35,119.00

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

10. REVIEW AND VOTE ON THE ENGAGEMENT OF DOOLEY AND VICARS AUDIT YR 3:

The Board reviewed and approved the Letter of engagement of the firm Dooley and Vicars for Audit Services for fiscal Year Ending June 30, 2025.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

11. REVIEW AND VOTE ON SECTION 8 UTILITY RATES:

The Board reviewed and approved the new Section 8 Utility Rates for January 1, 2026.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

12. REVIEW AND VOTE ON HOLIDAY CLOSURES:

The Board reviewed and approved the closure of the Housing Authority for Friday December 26, 2026 and Friday January 2, 2026 providing each employee used a vacation/personal day.

Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

13. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

14. COMMITTEE REPORTS

a) Housing Partnership

b) CPA

15. ADJOURNMENT

Moved to adjourn by June McInnis and seconded by Laura Glynn at 5:24 PM. Voted 3 0.