

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – January 13, 2026

Location: 41 Palmer 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 December 9, 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 and snow and ice removal after the recent storms.
- 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

Marilyn Kennedy and Vanasa S.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$90,967.08 for the period from December 1, 2025 thru December 31, 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 December 1, 2025 thru December 31, 2025.

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| a. Payroll | \$ 43,376.80 (5 weeks/ 25 retro 34.5 hrs maintenance storms) |
| b. Section 8 Account | \$ 224,141.39 |
| c. FSS | \$ 6,306.00 |

5. SECTION-8 PROGRAM STATISTICS FOR December 2025

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

133 Active WHA Vouchers, 3- Port-in Vouchers Total 136

6. REVIEW AND VOTE ON COST COMPARATIVES

The Board reviewed and approved the cost comparatives ending November 30, 2025
Moved to approve by June McInnis and seconded by Laura Glynn. Voted 3-0.

7. REVIEW AND VOTE ON CAPITAL IMPROVEMENT PROJECTS

No project documents presented for review.

8. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

9. COMMITTEE REPORTS

- a) Housing Partnership
- b) CPA

10. ADJOURNMENT

Moved to adjourn by June McInnis and seconded by Laura Glynn at 5:04 PM. Voted 3 0.