

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – March 10, 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.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of February 10, 2026 as presented.

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

2. DIRECTOR'S REPORT

Vacancy Report – 1

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, Vanasa Schukis and Mary Lyden were in attendance.

The tenants praised the recent snow removal efforts by maintenance and asked if the town could fix the street's potholes, agreeing to contact the DPW themselves.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$89,112.34 for the period from February 1, 2026 through February 28, 2026.

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 February 1, 2026 through February 28, 2026.

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|----------------------|---------------|
| a. Payroll | \$ 33,256.44 |
| b. Section 8 Account | \$ 223,411.00 |
| c. FSS | \$ 6,306.00 |

5. SECTION-8 PROGRAM STATISTICS FOR February 2026

The Board received and reviewed the Section 8 statistics for February 2026.

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 January 31, 2026.

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

7. REVIEW AND VOTE ON WRITE-OFF FOR VACANT ACCOUNTS

The Board reviewed and approved the loss of \$5,293.00 due to vacated unit.

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

8. REVIEW AND VOTE ON UPDATED PARKING POLICY

The Board reviewed and approved the updated parking policy for 667 housing

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

9. REVIEW AND VOTE ON CAPITAL IMPROVEMENT PROJECTS

The Board reviewed and approved the CFC for project number 344050, Mary Murphy Water Pipe Project for \$32,692.58.

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

10. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None

11. COMMITTEE REPORTS

a) Housing Partnership

b) CPA

12. ADJOURNMENT

Moved to adjourn by Laura Glynn and seconded by June McInnis at 5:09 PM. Voted 3 0.