

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF OCTOBER 20, 2025

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:03 P.M. The meeting was set to be recorded by the recording failed.

Present: Katharine Kelleher, Patricia McKay, Theresa Lynskey, Anne Holbrook
Excused: Michelle Frazier

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting held on September 8, 2025. The vote was unanimous.

Motion by Patricia McKay and seconded by Anne Holbrook to approve the September 2025 vouchers and the August 2025 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the updated "Harvard Court Tenant Selection Plan" to be in compliance with HUD changes, effective January 1, 2026. The vote was unanimous.

Motion by Patricia McKay and seconded by Anne Holbrook to approve the updated "Earnings Income Verification (EIV) Policy" to be in compliance with HUD. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Anne Holbrook to approve the "Sexual Harassment Policy" with no changes. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the "Travel Policy" with no changes. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to make no change to the bi-monthly exercise class at Harvard Court, as the attendance is minimal. Tenants have shown an interest in Chair Yoga. The Executive Director will look into the cost. The vote was unanimous.

Motion by Patricia McKay and seconded by Anne Holbrook to propose a reorganization of both the administrative and maintenance staff to include a change in job descriptions. The Executive Director will present the change with the FY2026 budget. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept Public Housing Notices

PHN 2025-12 "EOHLC is Seeking Pre-Qualified Candidates to Serve as Chief Administrator and Financial Officer (CAFO)"

PHN 2025-13 "Amendments to 760 CMR 5.00 Eligibility and Selection Criteria"

The vote was unanimous.

Motion by Patricia McKay and seconded by Anne Holbrook to approve the Certificate of Final Completion on the Stetson Terrace Underground Wiring Project No. 338093. The vote was unanimous.

Motion by Patricia McKay and seconded by Anne Holbrook to adjourn the meeting at 7:55p.m. The vote was unanimous.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Eileen Gibson".

Eileen Gibson
Executive Director

Whitman Housing Authority
 Harvard Court
 P.O. Box 334
 Whitman, MA 02382
 781-447-6363

November 10, 2025
Executive Director's Report

Vacancies

Scattered Sites – (2)
 Pine Circle – (1)

The Occupancy Rate Report for all State Developments for the quarter ending Sept. 30th, 2025 are as follows:

<u>Development</u>	<u>1st Quarter</u>	<u>Annual Average</u>
Stetson Terrace	98.3%	99.2%
Pine Circle	97.7%	98.3%
Scattered Sites	80 %	86.7%
Pinehaven Drive	95.8%	97.9%

The current number of applicants on our waiting lists are as follows:

Family Applicants –	19,358
Elderly Applicants -	3,492
Handicapped Applicants –	4,060
AHVP Applicants -	46,759
Total Applicants -	62,654

Construction Projects Funded by Grants or Formula Funding

The Stetson Terrace Underground Wiring Project has been completed and is closed out. The contractor was able to get Comcast to come back and clean up the mess they made. They have since come back and encased the wiring as it should have been done originally.

After many months of waiting for approval from EOHLA, the Stetson Terrace Sewer Line & Lift project will be going out to bid soon.

The Director has been informed that HUD will be out to do the first NSPIRE inspection of the Harvard Court property to include tenant units. Housing Authority staff are scheduled to do annual inspections of all units on November 20th.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Eileen Gibson".

Eileen Gibson
Executive Director