

**REGULAR MEETING MINUTES
OF THE ROWLEY HOUSING AUTHORITY
Friday, February 6, 2026
9 a.m.
Community Room
Plantation Drive, Rowley, Massachusetts**

PRESIDING: Michelene Shinnick, Vice Chairperson

RECORDING SEC'Y: Cindy Dunn

COMMISSIONERS PRESENT

Michelene Shinnick
Mary Ellen MacDonald
Kathy Olmsted

ABSENT:

Joseph Perry
Robert Cianfrocca

The Regular Meeting was called to order by Vice Chairperson Michelene Shinnick at 9:00 am.

The Board reviewed the Minutes of December 12, 2025. There was no January board meeting. Upon motion made by Kathy Olmsted and seconded by Mary Ellen MacDonald, it was **VOTED 3-0 to accept the minutes.**

The Board reviewed the bills for December 2025 and January 2026. Upon motion made by Kathy Olmsted and seconded by Mary Ellen MacDonald, it was **VOTED 3-0 to approve the bills.**

The Board reviewed the 2026 four-point analysis for the Language access plan. Upon motion made by Mary Ellen MacDonald and seconded by Kathy Olmsted, it was **VOTED 3-0 to approve the analysis.**

Cindy reported that there were no findings on the recent audit. Of note, though, was that several of the board members that need to take the new EOHLC training. Cindy will send out a reminder from the training website.

The Board reviewed the write-offs for inactive tenants in the amount of \$10,682. Upon motion made by Kathy Olmsted and seconded by Mary Ellen MacDonald, it was **VOTED 3-0 to approve the write-offs.**

The next meeting was scheduled for March 6, 2026.

There being no further business, and upon motion made by Mary Ellen MacDonald, it was **VOTED 5-0 to adjourn at 9:30 a.m.**

Cynthia Dunn, Recording Secretary