

**REGULAR MEETING MINUTES
OF THE ROWLEY HOUSING AUTHORITY
Friday, November 7, 2025
9 a.m.
Community Room
Plantation Drive, Rowley, Massachusetts**

PRESIDING: Joseph Perry, Chairperson

RECORDING SEC'Y: Cindy Dunn

COMMISSIONERS PRESENT

Joseph Perry
Robert Cianfrocca
Michelene Shinnick
Mary Ellen MacDonald
Kathy Olmsted

ABSENT:

The Regular Meeting was called to order by Chairperson Joseph Perry at 9:00 am.

The Board reviewed the Minutes of October 3, 2025. Upon motion made by Michelene Shinnick and seconded by Kathy Olmsted, it was **VOTED 5-0 to accept the minutes.**

Cindy advised the board that the NTP was issued for the siding project at Depot Way on 9/24/2025 and the project has begun.

Jenna Milne, Fee Accountant, presented the FY2025 yearend financial reports and certifications. Upon motion made by Michelene Shinnick and seconded by Kathy Olmsted, it was **VOTED 5-0 to approve and sign the year end certifications.**

Jenna Milne, Fee Accountant, presented the FY2026 year budget. Upon motion made by Michelene Shinnick and seconded by Mary Ellen MacDoanld, it was **VOTED 5-0 to approve and sign the fiscal year 2026 budget.**

There being no further business, and upon motion made by Michelene Shinnick, it was **VOTED 5-0 to adjourn at 9:45 a.m.**

Cynthia Dunn, Recording Secretary