

**REGULAR MEETING MINUTES
OF THE ROWLEY HOUSING AUTHORITY
Friday, December 12, 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 November 7, 2025. Upon motion made by Kathy Olmsted and seconded by Michelene Shinnick, it was **VOTED 5-0 to accept the minutes.**

The Board reviewed the application for payment to the Town of Rowley in the amount of \$105,000 as approved by the CPC and Town meeting for the Depot Way siding project. Upon motion made by Robert Cianfrocca and seconded by Michelene Shinnick, it was **VOTED 5-0 to approve the application.**

The board reviewed the request to pay the annual clothing allowance of \$1,000 and a phone reimbursement of \$540 for the maintenance staff. Upon motion made by Mary Ellen MacDonald and seconded by Michelene Shinnick, it was **VOTED 5-0 to approve the payment in the amount of \$1,540.**

The board reviewed the participation agreement between the RHA as negotiated by EOHLC. Upon motion made by Robert Cianfrocca and seconded by Mary Ellen MacDoanld, it was **VOTED 5-0 to approve the agreement.**

The next meeting was scheduled for February 6, 2026.

There being no further business, and upon motion made by Michelene Shinnick, it was **VOTED 5-0 to adjourn at 9:40 a.m.**

Cynthia Dunn, Recording Secretary