

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 14, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:05 PM by Chairperson, Martha Carr. Other member(s) present were, Tony DiStefano, and Sharon Ivey. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella, Martha Verrington, Diane Osborne and Lucia Webb. Marie Schimmelbusch.

Welcoming remarks by Chairperson Carr to Sharon Ivey who is the Town Appointed Tenant Board Member until May 20206.

Reading of Minutes

- December 17, 2024 Regular Minutes

Tabled until February meeting. Only 2 members, T. DiStefano and M. Carr, were present at the December meeting. Not a quorum to be able to vote on the minutes.

Bills & Communications

- Financials November 2024
- Check Disbursements for January 2025
- Debit Card Disbursements December 2024
- Payroll from December 2024
- Credit Adjustments- None

A motion was made by T. DiStefano second by S. Ivey and upon roll call were unanimously approved to accept the Bills & Communications as presented.

Executive Director Report and Communications

- Currently there are 6 vacancies.
- Tom Boucher has returned to his position as groundskeeper
- Acord Food Panty will be continuing the Mobile Mart once a month through 2025 for our residents

A motion was made by S. Ivey second by T. DiStefano and unanimously approved to accept the Executive Director Report and Communications.

New Business

- The Board was presented with the **Top 5 Highest Paid Employees** from 2024 for consideration.

A motion was made by T. DiStefano second by S. Ivey and unanimously approved to accept the Top 5 Highest Paid Employees for 2024.

- The Board was presented with the 2024 **Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws**

A motion was made by T. DiStefano seconded by S. Ivey and unanimously accepted to approve the 2024 **Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws**

- Board vote to allow ED to carry forward 340.75 (*285.30 carried forward in 2024*) hours of comp time

A motion was made by S. Ivey seconded by T. DiStefano and unanimously approved to allow the Executive Director to carry forward 340.75 hours of comp time into 2025.

Public Input

There were no tenant inquiries prior to the meeting posting. However, the Executive Director took the time to address unofficial complaints (grumbings) regarding the snow removal from the January 11th & 12th. Unfortunately, there was a complete failure on the Maintenance Supervisors end in that he did not report to clear the snow. The ED was made aware of this at approximately 11:45 AM on January 11th by the answering service. This was addressed by 12:30 PM with alternative staffing and snow removal was begun.

Lucia Webb asked about the volume of the fire alarm and if it can be turned down. The Executive Director stated that she was informed that it is not adjustable.

Adjournment

The meeting adjourned at 3:45 PM upon a motion by T. DiStefano second by S. Ivey and unanimous approval. The next meeting will be held on Tuesday, February 11, 2025 @ 3:00PM