

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
January 9, 2024  
4:00 PM**

**Roll Call**

The meeting was called to order at 4:01 PM by Chairperson, Martha Carr. Other member(s) present were, Trudy Reid, Suzanne Thomas phoned in. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Carol Kirby, Cecille Mazzella, Judy Gazzola, Gary Moser, Cheryl Ambrogio, Marie Schimmelbusch, Tracey Metzger and Martha Verrington.

**Reading of Minutes**

- December 13, 2023 Regular Meeting

A motion was made by S. Thomas second by T. Reid and upon roll call were unanimously approved to accept the minutes from the December 13, 2023 regular board meeting minutes.

**Bills & Communications**

- Check Disbursements for January 2024
- Debit Card Disbursements December 2023
- Payroll from December 2023
- Financials from December 2023 tabled until February 2024
- Credit Adjustments - None

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

**Executive Director Report and Communications**

- 7- Vacant Units
- Update on Fire Alarm Replacement Project – on going, tenants have been getting routine notification about contractors entering their units. This will continue throughout the project
- Reminder to board members about completing LHA Mandatory Board Member Training

A motion was made by T. Reid second by S. Thomas and upon roll call, unanimously accepted the Executive Director Report and Communications as presented.

**New Business**

- Board vote to approve the Work Order Scope of Services for the kitchen window replacement project.

A motion was made by S. Thomas second by T. Reid and upon roll call unanimously accepted the Work Order Scope of Services for the Kitchen Window Replacement Project.

- Board to vote on the **Top 5 Highest Paid Employees** from 2023

A motion was made by S. Thomas second by T. Reid and upon roll call unanimously accepted the Top 5 Highest Paid Employees for 2023

- Board to vote on the 2022 **Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws**

A motion was made by T. Reid second by S. Thomas and upon roll call unanimously accepted the Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws

- Board vote to allow ED to carry forward 285.30 hours of 2023 comp time

A motion was made by T. Reid second by S. Thomas and upon roll call unanimously approved the carry forward of 285.30 hours from FY 2023 comp time.

- Board discussion and vote - Request to change board meeting date and time- **TABLED**

### **Old Business**

### **Public Input**

- None

### **Adjournment**

The meeting adjourned at 4:45 PM upon a motion by T. Reid and second by S. Thomas and unanimous approval. The next meeting will be held on Tuesday, February 13, 2024 @ 4:00 PM