

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
October 10, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:00 PM by Chairperson, Martha Carr. Other member(s) present were, Suzanne Thomas, Susan Herrick and Trudy Reid who called in. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan and tenants Tracey Metzger, Cecille Mazzella, Judy Gazzola, Diane Osborne, Martha Verrington, Gary Moser, Carol Kirby and Richard Illingworth

Guest Presenter -TABLED TILL NOVEMBER

- Margaret Hoffman, Planning Coordinator, Town of Wenham
 - Margaret will give a short overview regarding Multi-Family Zoning Requirement for MBTA Communities and how this could impact the WHA

What is the law?

This new law requires that an MBTA community shall have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute:

- Minimum gross density of 15 units per acre
- Located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable
- No age restrictions and suitable for families with children

This was tabled as Margaret was unable to attend. She will be scheduled for the November meeting.

Reading of Minutes

- September 12, 2023 Regular Meeting

A motion was made by S. Thomas second by S. Herrick and upon roll call, unanimously approved to accept the minutes from the September 12, 2023 regular board meeting minutes.

Bills & Communications

- Check Disbursements for October 2023
- Debit Card Disbursements September 2023
- Payroll from September 2023
- Financials from September 2023
- Credit Adjustments requested – None

A motion was made by S. Herrick seconded by S. Thomas and upon roll call, unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- 9- Vacant Units
- 85 Larch Lane Kitchen Project- The project is essentially done but the contractor needs to order a new wall cabinet which the architect will keep up on. Right now the occupants have been given approval to use the kitchen. This was a 45 day project with a completion date of May 18, 2023
- EOHLC has implemented a 90 Day Vacancy Initiative to speed up occupancy of units. They are offering assistance in unit turnover and help with CHAMP related delays. We do not have any maintenance delays. All units are ready. WHA delay is with CHAMP and the number of self-claimed emergency applications we have on our list pulls. Plus the number of non-responsive applicants. Our list pulls are labor intensive, expensive and have yielded no viable applicants. In addition, with the office being only part-time and Tammy being responsible for CHAMP 18 hrs per week is just not enough. I have requested with our housing specialist to increase Tammy's hours to focus on CHAMP. These hours would be paid for by the 90 initiative. I am waiting for approval.

A motion was made by S. Thomas second by S. Herrick and upon roll call unanimously approved to accept the Executive Director Report and Communications.

New Business

- Board vote to accept the Certificate of Final Completion for Project 327056, ARPA Front & back entryway hallway project.

A motion was made by T. Reid second by S. Herrick and upon roll call unanimously approved to accept the Certificate of Final Completion for Project 327056, ARPA Front & Back Entryway Hallway project.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 4:25 PM upon a motion by T. Reid and second by S. Thomas and unanimous approval. The next meeting will be held on Tuesday, November 14, 2023 @ 4:00 PM