

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 14, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:04 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Susan Herrick, and Trudy Reid. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan and tenants Cecille Mazzella, Judy Gazzola, Diane Osborne, Gary Moser, Cheryl Ambrogio, Marie Schimmelbusch, Kate Noonan, Anne Shaffer, public, Don Luxton and Linda (?).

Reading of Minutes

- October 10, 2023 Regular Meeting

A motion was made by S. Herrick second by T. Reid and unanimously approved to accept the minutes from the October 10, 2023 regular board meeting minutes.

Bills & Communications

- Check Disbursements for November 2023
- Debit Card Disbursements October 2023
- Payroll from October 2023
- Financials from October 2023

A motion was made by T. Reid second by S. Herrick and unanimously approved to accept the bills, payroll and financials as presented.

- Credit Adjustments requested – \$566.00, Tenant no longer a resident. Family has bounced check twice

A motion was made by S. Herrick seconded by E. Craig-McCormack and unanimously approved to accept the Credit Adjustment as presented.

Executive Director Report and Communications

- New Hire – Tom Boucher – Part-time Groundskeeper 18 hrs/wk, Mon, Tues, Weds 8 – 2
- 8- Vacant Units – A unit was leased up on 11/7/2023
- Update on 85 Larch Lane Kitchen Project – Still waiting for replacement cabinet, hopefully by the week of 11/27
- Update on Fire Alarm Replacement Project- Site work for the project has been completed. Next phase will be the abatement process. All tenants will receive notices of when their apartments will be done. The expectation is that this process will take approximately 30 minutes per unit.

- A notice was given to all members and posted for tenants about the Town of Wenham, Planning Board presentation regarding MBTA Communities' being held at Buker School, November 14th @ 6:30 PM

New Business

- A Budget Revision request is being made to support the 90 Day Vacancy initiative to give 8 additional to Administrative Assistant through the end of 2023 resulting in additional \$1344.00 (8 Hrs * \$21.00* 8 wks)

A motion was made by T. Reid seconded by S. Herrick and unanimously approved to accept the budget revision as requested.

- A 5-year Executive Director's Contract extension ending December 31, 2028 with a salary of \$60,556.00 for 26 hours per week was given to the board prior to the meeting for review and to prepare any questions.

With no questions a motion was made by S. Herrick second by T. Reid and unanimously approved upon rollcall to accept the Executive Director's contract as presented

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 4:45 PM upon a motion by T. Reid and second by E. Craig-McCormack and unanimous approval. The next meeting will be held on Tuesday, December 12, 2023 @ 4:00 PM