

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 13, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:15 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Susan Herrick. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, Jenna Milne, WHA Accountant, and tenants Richard Illingworth, Tony DiStefano, Carol Kirby, Cecille Mazzella, Judy Gazzola, Diane Osborne, Gary Moser, Cheryl Ambrogio, Marie Schimmelbusch and Martha Verrington.

FY2024 Budget Present:

- Jenna Milne, WHA's Fee Accountant, presented the FY 2024

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to accept the FY 2024 Budget as presented.

Reading of Minutes

- November 14, 2023 Regular Meeting

A motion was made by E. Crain-McCormack second by S. Herrick and unanimously approved to accept the minutes from the November 14, 2023 regular board meeting minutes.

Bills & Communications

- Check Disbursements for December 2023
- Debit Card Disbursements November 2023
- Payroll from November 2023
- Jenna Milne presented and reviewed the Financials from November 2023
- Credit Adjustments

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to accept the Bills & Communications as presented.

Executive Director Report and Communications

- 8- Vacant Units
- Update on 85 Larch Lane Kitchen Project – Install completed as of December 5, 2023
- Update on Fire Alarm Replacement Project – on going.
- Increase in Property insurance program from \$204 per unit to \$272 per unit. In addition, EOHLC is counting the 689 program as 8 units where as in past years they have counted them as 2.
- Town of Wenham, Planning Board presentation regarding MBTA Communities'- it is the hope that their committee will present to the WHA board at the February meeting.

- Members were reminded of the New LHA Mandatory Board Member Training Launch

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously accepted the Executive Director Report and Communications as presented.

New Business

- Board vote on Executive Director's Contract revision to Rider 1. Wenham personnel policy has two provisions that disagree with what is allowable in an ED contract, so they must be mentioned in the Rider 1 as provisions that are not provided to the ED.
 1. Ability of employee to either carry over 1 week of vacation annually, or to choose to cash out the unused week at the end of the year.
 2. Payment of 25% (rather than 20% in ED contract) of unused sick time at separation, retirement, or death.

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved the revisions to Rider 1 as provisions that are not provided to the ED.

- Capital Improvement Plan (CIP) & Revised Capital Improvement Plan approved. Revision was done for the emergency water line break.
- Executive Director is requesting \$228.64 Administrative Fee for FISH # 327067 work on the water line break.

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to pay the Executive Director \$228.64 for Administrative Fee for FISH #327067, Water Line Break Project.

- Executive Director is requesting \$4832.30 for Administrative Fee for FISH 327061, 689 Kitchen Rehab Project

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to pay the Executive Director \$4832.30 for Administrative Fee for FISH 327061, 689 Kitchen Rehab Project (85 Larch Lane)

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 5:20 PM upon a motion by E. Craig-McCormack and second by S. Herrick and unanimous approval. The next meeting will be held on Tuesday, January 9, 2024 @ 4:00 PM