

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 21, 2024
4:00 PM**

Roll Call

The meeting was called to order at 4:03 PM by Chairperson, Martha Carr. Other member(s) present were, Trudy Reid and Elizabeth Craig-McCormack. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Carol Kirby, Cecille Mazzella, Gary Moser, Cheryl Ambrogio, Marie Schimmelbusch, Tracey Metzger and Tony DiStefano. Also present, Wenham resident Loretta Teneholtz.

Reading of Minutes

- January 9, 2024 Regular Meeting

A motion was made by T. Reid second by E. Craig-McCormack and upon roll call were unanimously approved to accept the minutes from the January 9, 2024 regular board meeting minutes.

Bills & Communications

- 2023 Year End Financials – *Presented by Jenna Milne*

Board vote to certify 2023 Year End Financials and Account Receivables Application Data

A motion was made by E. Craig-McCormack seconded by T. Reid and upon roll call unanimously approved to accept the 2023 Year End Financial and Account Receivables as presented by Jenna Milne.

- Check Disbursements for February 2024
- Debit Card Disbursements January 2024
- Payroll from January 2024

A motion was made by T. Reid seconded by E. Craig-McCormack and unanimously approved February 2024 Check Disbursements, January 2024 Debit Card Disbursements and January 2024 Payroll.

- Financials for January 2024 – TABLED UNTIL MARCH MEETING
- Credit Adjustments - \$50, late fee charged incorrectly.

A motion was made by E. Craig-McCormack second by T. Reid and upon unanimously approved to accept the \$50 credit adjustment for a late fee charged incorrectly.

Executive Director Report and Communications

- 6- Vacant Units
2 units were leased up in January, unit offer was extended on 2/6/2024.
- Update on Fire Alarm Replacement Project – on going.
- Susan Herrick has formally resigned from the WHA board.

- LHA Mandatory Board Member Training – All Members have completed.

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

New Business

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

A motion was made by E. Craig-McCormack seconded by T. Reid and unanimously accepted to table the discussion of changing the board meeting date and time until March 2024 meeting.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 4:37 PM upon a motion by T. Reid and second by E. Craig-McCormack and unanimous approval. The next meeting will be held on Tuesday, March 12, 2024 @ 4:00 PM