

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 12, 2024
4:00 PM**

Roll Call

The meeting was called to order at 4:00 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Suzanne Thomas, and Trudy Reid who was present via calling in. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella, Gary Moser, Cheryl Ambrogio, Marie Schimmelbusch, Tracey Metzger, Tony DiStefano, Dianne Osborn and Judy Gazzola.

Reading of Minutes

- February 21, 2024 Regular Meeting

A motion was made by S. Thomas second by E. Craig-McCormack and upon roll call were unanimously approved to accept the minutes from the February 21, 2024 regular board meeting minutes.

Bills & Communications

- Check Disbursements for March 2024
- Debit Card Disbursements February 2024
- Payroll from February 2024
- Financials from January-February 2024
- Credit Adjustments - None

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

Executive Director Report and Communications

- 5- Vacant Units
- Update on Fire Alarm Replacement Project – on going.
- Change in direction for the Town of Wenham’s Multi-Family Zoning Requirement for MBTA Communities. At present the Executive Director has been told that the town is no longer looking at the WHA property to comply with the state mandated Multi-Family Zoning Requirement.
- FY2024 Rent Review Packets have been mailed out to all tenants.

A motion was made by S. Thomas second by E. Craig-McCormack and upon roll call, unanimously accepted the Executive Director Report and Communications as presented.

New Business

- Board vote to approve FY2024 accounting contract with Milne, Shaw & Robillard, P.C.

A motion was made by E. Craig-McCormack second by S. Thomas and upon roll call unanimously approved to accept the contract presented by Milne, Shaw & Robillard, P.C. through December 2024.

- Change Order Request 1 - Fire Department Requirements and Misc. Revisions

A motion was made by E. Craig-McCormack second by S. Thomas and upon roll call unanimously approved to accept Change Order 1 as presented, Fire Department Requirements and Misc. Revisions.

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

Each member was given the opportunity to present their opinion on changing the date and time of the board meeting. The agreed upon consensus would be to keep the day as Tuesday with a willingness to push the meeting to 5:00 PM. The chair also asked for a show of hand from the audience present if the time would still work to encourage continued attendance. The response was favorable. Chairperson Carr stated the importance of having consistent attendance from all board members.

A motion was made by E. Craig-McCormack seconded by S. Thomas and upon roll call unanimously accepted changing the monthly board meeting from the second Tuesday of the month at 4:00 PM to the second Tuesday of the month at 5:00 PM.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 4:32 PM upon a motion by E. Craig-McCormack second by S. Thomas and upon roll call approval. The next meeting will be held on Tuesday, April 9, 2024 @
5:00 PM