

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 11, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:02 PM by Chairperson, Martha Carr. Other member(s) present were, Suzanne Thomas, Trudy Reid, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Tammy Ryan Administrative Assistant, and tenants, Diane Osborne, Cheryl Ambrogio, Ursala Stanwood, Anne Shaffer, Tracey Metzger, Cecille Mazzella. Also present, Janet Burt, Martha Brennan and Patrick Waddell.

Reading of Minutes

- March 21, 2023 Regular Session

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the minutes from March 21, 2023 board meeting as presented.

Bills & Communications

- Check Disbursements for April, 2023
- Debit Card Disbursements March, 2023
- Payroll from March, 2023
- Financials from March, 2023
- Credit Adjustments requested – None

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

Executive Director Report and Communications

- 6- Vacant Units
- Update on hallway project
The project is on schedule. Although it may look nearly complete it is not. The contract completion date is June 10, 2023. Patience is still needed as final details and punch list items are worked on.

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

New Business

- The board was given the Department of Labor Standards 2023 increase letter.

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the Department of Labor Standards rates for 2023.

Old Business

- The board was given a revised draft of the proposed Building Hallway Policy with changes. This draft included step violations for non-compliance.

With no additional discussion added a motion was made by S. Herrick second by S. Thomas and upon roll-call of 4 Ayes and 0 Nays to adopt the Building Hallway Policy as presented effective April 11, 2023.

Public Input

- None

Adjournment

The meeting adjourned at 4:17 PM upon a motion by T. Reid and second by S. Herrick
The next meeting will be held on Tuesday, May 9, 2023 @ 4:00 PM