

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 9, 2024
5:00 PM

Roll Call

The meeting was called to order at 5:02 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Suzanne Thomas, and Trudy Reid. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella, Cheryl Ambrogio, Tracey Metzger, Tony DiStefano, Martha Verrington and Judy Gazzola arrived @5:15.

Reading of Minutes

- March 12, 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 March 12, 2024, regular board meeting minutes.

Bills & Communications

- Check Disbursements for April 2024
- Debit Card Disbursements March 2024
- Payroll from March 2024
- Financials from March 2024 (None presented)
- 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

- Currently there are 5 Vacant Units.
- The board was informed the Fire Alarm Replacement Project is nearing completion. The system is operating, and the tenants were informed via a direct call message that any future alarms are not tests and that they should leave the building per order of the Wenham Fire Department. In the first 5 days there were 6 alarms all cooking related. This information was provided by the fire department. WFD, Deputy Jeff Baxter called the ED with concerns that tenants were not leaving the building. The direct connect message also informed tenants that if they still have the emergency pulls in their unit, they are not operational and will be removed in the future. In 2017 DHCD recommended that all Local Housing Authorities (LHAs) decommission all emergency pull cord systems that DO NOT connect to an emergency response system. LHAs should wait until unit turnover or a major unit modernization before deactivating/removing a pull cord in a unit. Here at the WHA as units have been turned over pull cord have been removed. There are still units that have them. Units will be assessed during the upcoming inspections. We will be hiring a company to conduct the annual inspections over the course of 2 days. During this time units with pull cords will be counted and placed on a list to be removed.

Member S. Thomas questioned if many housing authorities hire out to conduct inspections. Ms. Mountain stated that it is a common practice. The inspector will be accompanied by the Maintenance Supervisor. The ED addressed a fire alarm question from a tenant even though it was not approved for public input. It was relevant to the update. The question asked is if one buildings alarm goes off will other buildings also go off. The answer is no. If two or more buildings alarms, they are all separate alarms. One does not affect the other.

- The WHA FY2024 Budgets have been approved by EOHLC.
- The Garden Application has been sent out to all but one of last year's gardeners. Anyone who is not invited back to garden is because they did not follow the rules to which they agreed. After April 16, 2024, any open plots will be open to new gardeners. A notice will be placed on the tenant board and a direct connect message will be sent to see Tammy if they are interested. The Maintenance Supervisor will then rototill the assigned plots.
- Kitchen window project is going out to bid on April 10th with bids due by April 30, 2024 @1:00.

A motion was made by T. Reid second by S. Thomas and upon roll call, unanimously accepted the Executive Director Report and Communications as presented.

New Business

- Board vote to approve Department of Labor Standards Minimum Base Rate/Hour for Groundskeeper/Custodian and Maintenance Mechanic I effective April 1, 2024.

A motion was made by E. Craig-McCormack seconded by S. Thomas and upon roll call unanimously accepted.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 5:31 PM upon a motion by T. Reid second by E. Craig-McCormack and upon roll call approval. The next meeting will be held on Tuesday, May 14, 2024 @ 5:00 PM