

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 12, 2020
7:00 PM**

Roll Call

The May Board Meeting was held online via GoToMeeting and the following invitation was posted publicly.

1. Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/612555741>

OR

2. You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Elizabeth Craig-McCormack and Suzanne Thomas. Also, present, Paula Mountain, Executive Director.

Reading of Minutes

- March 10, 2020 Regular Session

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

Bills & Communications

- Check Disbursements for April & May 2020
- Debit Card Disbursements March & April 2020
- Payroll from March & April 2020
- Credit Adjustments Requested – NONE
- Financials for March 2020

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

Executive Director Report and Communications

- All unit lease-ups are on hold. Waivers have been submitted and approved by DHCD. There are 5 units with applicants already screen and ready once the COVID – 19 crisis allows for safe lease ups.
- National Grid has begun their project of installing new cables. This will be ongoing for a while
- DHCD has issued a Public Housing Notice allowing LHAs to forgo annual rent redeterminations in all state-aided

public housing programs for calendar year 2020.

- One of the Health & Safety award projects has begun. The replacement of the courtyard benches.
- Coronavirus and the WHA community, disinfecting, construction projects, staffing, communication. The WHA has been disinfecting twice a day. The administrative assistant has come into the office when requested and not when the Executive Director is in. We have been using Dial My Calls on a regular basis to communicate notifications with the tenants. Outdoor construction projects have proceeded following the Governor's requirement with no contractors using the facilities.

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

New Business

- Department of Labor Standard's minimum wage rates increase for:
 - Groundskeeper/Custodian 24.66 to 25.05, increase of .39
 - Maintenance Mechanic I 30.60 to 31.40, increase of .80

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved to accept the Department of Labor Standard's minimum wage rates as presented.

- Automatic Laundry presented the only proposal for new equipment. Automatic Laundry is the current provider and the existing contract is up on May 14, 2020. Automatic Laundry proposed the following options:

Option 1

All New 2020 Speed Queen Quantum® Laundry Equipment

3- Speed Queen Quantum® FRONT Load Washers-
3- Speed Queen Quantum® Dryers
1- Cash to Card system
100- Laundry cards

Suggested Base Vending Prices	\$1.25 –Washer and dryer
Revenue Share-Paid to the Wenham HA	58% of laundry income
Lease Term	5 years

Option 2

All New 2020 Speed Queen Quantum® Laundry Equipment

3- Speed Queen Quantum® FRONT Load Washers-
3- Speed Queen Quantum® Dryers
1- Cash to Card system
100- Laundry cards

Suggested Base Vending Prices	\$1.50 –Washer and Dryer
Revenue Share-Paid to the Wenham HA	63% of laundry income
Lease Term	5 years

The board did not want to see an increase in the existing price of \$1.25. A motion was made by E. Craig-McCormack second by S. Herrick and unanimously agreed to award Automatic Laundry a 5-year contract for Laundry service with the selection of Option 1 of the proposal.

- The Executive Director informed the board that presently the community gardens are closed. This is due to concern regarding compliance with social distancing, the use of face coverings and the need to disinfect shared tools. After a brief discussion it was agreed that the gardens will stay closed and the WHA will monitor developments on the state level regarding the phased opening of Massachusetts. It was also decided that the Executive Director will develop a garden policy and bring it to a future board meeting for discussion. Up until now there has not been any formal garden or greenhouse policy.

Old Business

Adjournment

The meeting adjourned at 8:40 PM upon a motion by S. Herrick and second by S. Thomas

The next meeting will be held Tuesday, June 9, 2020 @ 7:00 PM