

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 14, 2024
5:00 PM**

Roll Call

The meeting was called to order at 5:05 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack and Suzanne Thomas. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella, Cheryl Ambrogio, Tony DiStefano, Diane Osborne, Gary Moser, and Marie Schimmelbusch.

Reading of Minutes

- April 9, 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 April 9, 2024, regular board meeting minutes.

Bills & Communications

- Check Disbursements for May 2024
- Debit Card Disbursements April 2024
- Payroll from April 2024
- Financials from March & April 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

- Currently there are 4 Vacant Units. Three more units are expected to vacate by the end of May.
- The board was given an update regarding the Fire Alarm Replacement Project. We are nearing completion. This week the final patching and painting was done. The alarm is working as intended. Tenant complaints have continued that the alarm is too loud. The system is factory set and cannot be adjusted. Of course, the purpose of the alarm is to notify and get the tenants out of the building. One alarm was not a false cooking alarm. A tenant's toaster was on fire and singed the cabinet. Crisis averted.
- All unit annual inspections have been completed. Overall the inspectors stated that they were pleased with the conditions of the apartments. There were several failures which will be reinspected by the Executive Director and the Maintenance Supervisors. Reason for failures, hoarding and health and safety issues.
- The Board was given a copy of the Performance Management Review (PMR) Desk Audit which showed in all areas "No Findings". The desk audit reviews the following, occupancy rate, tenant accounts receivable, board

member training, certifications and reporting submissions, annual plan, adjusted net income and operating reserves.

New Business

- Change Order 2 vote for Stoppers for 85 & 86 Larch Lane, FISH 327063 Fire Alarm Upgrade

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved by roll call to approve the change order 2 for Stoppers for 85 & 86 Larch Lane FISH 327063

- Board Vote to approve the second requisition payment for FISH 327061, 85 Kitchen Renovation. Final 5% Retainage for project.

A motion was made by E. Craig-McCormack seconded by S. Thomas and unanimously approved by roll call to approve the payment of the 5% retainage for FISH 327061, 85 Larch Lane Kitchen Renovation.

- Board vote to approve the Certification of Final Completion for FISH 327061, 85 Kitchen Renovation

A motion was made by E. Craig- McCormack second by S. Thomas and unanimously approved by roll call to approve the Certificate of Final Completion for FISH 327061, 85 Larch Lane Kitchen Renovation.

- Board vote to accept the Low Bidder, Fundamental Construction, for the Kitchen Window Replacement Project, 327060, with a bid of \$48,500. Pending EOHLC contract documents. Three (3) positive references have been checked by architect, Ray Falke resulting in a favorable recommendation letter.

A motion was made by E. Craig-McCormack second by S. Thomas and upon roll call to unanimously accept Fundamental Construction for FISH 327060 Kitchen Window Replacement Project, as the Low Bidder.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 5:38 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, June 11, 2024 @ 5:00 PM