

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
May 9, 2023  
4:00 PM**

**Roll Call**

The meeting was called to order at 4:04 PM by Chairperson, Martha Carr. Other member(s) present were, Suzanne Thomas, Elizabeth Craig-McCormack, and Susan Herrick. Also, present, Paula Mountain, Executive Director, and tenants, Diane Osborne, Cheryl Ambrogio, Anne Shaffer, Tracey Metzger, Cecille Mazzella, Tony DiStefano, and Marie Schimmelbusch. Also present, Janet Burt, Martha Brennan.

**Reading of Minutes**

- April 11, 2023 Regular Session

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the minutes from April 11, 2023 board meeting as presented.

**Bills & Communications**

- Check Disbursements for May 2023
- Debit Card Disbursements April 2023
- Payroll from April 2023
- Financials - NONE
- 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 continues. The contractor will be re-staining the stairs and railing of both front and the back of all buildings. The first attempt was not satisfactory to the ED and Architect.
- Update on 85 Larch Lane Kitchen Project – Demolition began on May 8<sup>th</sup> and it is expected that the project will take 3 weeks.
- Accord Food Panty- February, March and April proved to be very successful having the food pantry come to Enon Village and as a result this will continue the 4<sup>th</sup> Tuesday of every month through November 28<sup>th</sup> from 10-11 AM.
- Gardens for 2023 – Garden applications went out to all gardeners of the 2022 season. After those applications were returned a notice was put up opening the remaining gardens to any other tenant that would like one. Applications for round 2 were due back by April 28, 2023. Three plots remained vacant. Tom DuBois will be gardening and that leaves 2 plots vacant in the 2023 season.

- Greenhouse - The Executive Director clarified misinformation that has been circulating on who donated the greenhouse. The Greenhouse was made possible through a donation of \$2500 from the Wenham Village Improvement Society in 1977. The greenhouse is not supported within the WHA budget. The structure has been evaluated by 2 separate companies and has been determined to be sound. The plexiglass inside could use replacing but from an operative standpoint serves only to protect the exterior glass. The door has been replaced twice since 2012. Currently the gas heater does not work but there is an electric heater that does operate. While the Executive Director was speaking, Janet Burt, a non-resident attending the meeting, began yelling out, the church (referencing the First Church of Wenham) gave \$500, Chairperson Carr gavelled Ms. Burt for being out of order. Ms. Burt continued with a raised voice and was gavelled 2 more times to cease speaking. The Executive Director continued stating the interior benches are original and were built by Robert Herrick, the original maintenance supervisor.

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

### **New Business**

- Board vote to accept the Contract for Financial Assistance 5010 in the amount of \$150,000.00, FY2024 Sustainability Initiative for Resiliency-Parking Lot Drainage Improvements

A motion was made by S. Thomas second by E. Craig-McCormack and upon roll call unanimously approved to accept the Contract for Financial Assistance 5010 in the amount of \$150,000.00, FY2024 Sustainability Initiative for Resiliency- Parking Lot Drainage Improvements

- The Executive Director presented previously to the Board Wage Match PHN 2023-03 and PHN 2019-16 for review. There were no questions from the board.

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved by roll call to approve the Executive Director/Board Approval Regarding Wage Match, v2

- *An unexpected addition to the agenda*  
The Executive Director was presented with a Change Order 1 request for the 689 FISH project to add \$3800.00 to replace the flooring in the kitchen. This was not part of the original scope but once the cabinets had been removed water damage was detected and there was no flooring where the sink is being replaced. Both the Executive Director and the Architect, Ray Faulk are recommending the approval.

A motion was made by S. Thomas second by S. Herrick and unanimously approved upon roll call to approve Change Order 1 to replace the floor in the amount of \$3800.00.

### **Old Business**

#### **Public Input**

- None

#### **Adjournment**

The meeting adjourned at 4:32 PM upon a motion by S. Thomas and second by E. Craig-McCormack  
The next meeting will be held on Tuesday, June 13, 2023 @ 4:00 PM