

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 11, 2024
5:00 PM**

Roll Call

The meeting was called to order at 5:00 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Trudy Reid and Suzanne Thomas. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella, Tony DiStefano, Diane Osborne, Gary Moser, Marie Schimmelbusch, Sharon Ivey, Grace Moon, Judy Gazzolla, Kim Smith (arriving at 5:08) and Elizabeth Franco (arriving at 5:30).

Reading of Minutes

- May 14, 2024, Regular Meeting

A motion was made by S. Thomas second by E. Craig-McCormack, T. Reid abstains due to not being at the meeting, and upon roll call were unanimously approved to accept the minutes.

Bills & Communications

- Check Disbursements for June 2024
- Debit Card Disbursements May 2024
- Payroll from May 2024
- Financials from May 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. Two more units are expected to vacate by the end of June.
- Rent Recertifications are almost completed.
- The board was given an update regarding the Fire Alarm Replacement Project. The contractor is still working on the punch list of patching in painting primarily in the group homes and community hall. The contractor is still waiting for the Electrical Inspector to come and sign off.
- The Kitchen Window Project will be getting underway with the kickoff meeting scheduled for Friday, June 14, 2024.
- The Board was given a copy of the outcome of the Performance Management Review (PMR) which showed in all areas "No Findings" except for Corrective Action in the area of Annual Inspections which has already been

address with the hiring of Assebet Valley Housing Inspectors who have already conducted the 2024 of all units. And under the CHAMP Criteria 1b, a recommendation make sure the ink in the time/date stamp is clear and to prioritize the data entry of paper applications for completeness.

- We will next be preparing for the Agreed Upon Principles (AUP) audit, CIP and the Annual Plan.

New Business

- Anthony DiStefano's letter of interest was presented to the board to fill Susan Herrick seat until the next election for review. Mr. DiStefano was in attendance to answer any questions. The ED gave a summary that Mr. DiStefano had tied with Gary Cheeseman in the election with 5 votes. Mr. Cheeseman reached out to Mr. DiStefano expressing that he was not interested in serving on the board as he is already a selectmen. Mr. DiStefano expressed he was interested and went to town hall where he was sworn in. The WHA was then informed that Ms. Reid reached out to the Town Clerk expressing that the tie was a failure to elect. After several weeks of delay and uncertainty of the protocol the ED reached out to the Town Clerk regarding Mr. DiStefano and was told she would reach out to the select board. Appointments will be at the Select Board's next meeting. No other persons had reached out to the WHA or board members.

Ms. Carr's remarks were that she appreciated Mr. DiStefano's interest and that his attendance has been noted at most board meetings.

Ms. Reid stated she had some questions. "How would he handle tenants asking questions that were not board related. She then stated, "You may not like this but I know you have lived here since 2020 and this is the first time you have voted. Through Chairperson Carr the Executive Director questioned the relevance of Mr. DiStefano's voting history. Chairperson Carr responded that she has been a resident of Wenham for 71 years and that she has not voted in every election. While responding Ms. Reid was looking at her phone. When Ms. Carr was finished speaking Ms. Reid read from her phone her phone screen her resignation, gathered her belongings and walked out at 5:45 PM.

There was no further discussion.

- Executive Director requested the administrative fee of \$12,182.88 for the management of FISH 327063, Fire Alarm Replacement Project. Total hours thus far 272 hours @ \$44.79 /hr. Notice to Proceed signed at kickoff meeting on October 10, 2023.

A motion was made by E. Craig-McCormack second by S. Thomas and upon roll call to unanimously approve the payment to the Executive Director for 272 hours @ \$44.79 /hr administrative fee for FISH 327063, Fire Alarm Replacement Project.

Old Business

Public Input

- None

Adjournment

Prior to adjournment the board agreed to hold a special meeting for Kristin Crockett, an interested party submitted an application to the Board of Selectmen for the vacant board seat. Ms. Crockett has not reached out to any WHA board member or ED. Tentative date Friday, June 14th, 2024 @ 12:30 PM. Ms. Mountain will reach out to Ms. Crockett

The meeting adjourned at 6:05 PM upon a motion by S. Thomas second by E. Craig-McCormack and upon roll call approval. The next meeting will be held on Tuesday, July 9, 2024 @ 5:00 PM