

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
June 23, 2023  
4:00 PM**

**Special Meeting**

**Roll Call**

The Special Meeting was called to order at 4:03 PM by Chairperson, Martha Carr. Other member(s) present were, Suzanne Thomas, Elizabeth Craig-McCormack, Susan Herrick and Trudy Reid. Also, present, Paula Mountain, Executive Director, Administrative Assistant, Tammy Ryan and tenants, Diane Osborne, Tony DiStephano, Anne Shaffer, Cecille Mazzella, Judy Gazzola, Barry Michaud, Jeanne Feener, Sharon Ivey, Martha Verrington, Kate Noonan, Cheryl Ambrogio, Cindy Menegoni.

The Chair announced that the board would be going into Executive Session for the following:

- Purpose:** 1. To discuss the reputation, character, physical condition, or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

The Chair also indicated that the board would return to open session.

- Upon a roll call by the chairperson and a vote of the board of 5 Ayes and 0 Nays the board went into Executive Session.

**Return to Open Session @ 4:17**

**New Business**

- The Executive Director is requesting the board to discuss, and possibly vote, to accept the energy purchasing rates through Proton Energy Group. The existing rate and contract expire on 12/26/2023. This existing contract was signed for 5 years in December 2018. The current rate is .1015 per kWh. Since the rates change daily they will not be in hand until Friday morning.

A motion was made by Trudy Reid second by Suzanne Thomas and unanimously approved to authorize the Executive Director to work with the Proton Energy Group to secure a new energy contract to replace the current contract that expires on 12/26/2023. Rates change daily and the Executive Director will use her discretion to secure a rate that is as comparable or better to the current contract.

- Board vote to accept the Certificate of Substantial Completion (CSC) for the Front and Back Hallway Project, FISH 327056.

A motion was made by Elizabeth Craig McCormack second by Trudy Reid and unanimously approved accept the Certificate of Substantial Completion for the Front and Back Hallway Renovation Project, FISH 327056.

- The Executive Director is requesting Administrative Fee for the management of Front and Back Hallway Renovation Project FISH 327056 in the amount of \$3670.35 for 83.55 extra hours above the ED's 26 Regular Hours.

A motion was made by Trudy Reid second by Elizabeth Craig-McCormack and unanimously approved to

authorize the payment of an Administrative Fee to the Executive Director in the amount of \$3670.35 for 83.55 hours above the 26 regular hours for the management of the Front and Back Hallway Renovation Project, FISH 327056.

**Adjournment**

The meeting adjourned at 4:30 PM upon a motion by T. Reid and second by S. Thomas.