

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 10, 2024
5:00 PM**

Roll Call

The meeting was called to order at 5:07 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack and Tony DiStefano. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cheryl Ambrogio, Sharon Ivey, Marie Schimmelbusch, Diane Osborne, Judy Gazzola, Carol Kirby, Cecille Mazzella, Martha Verrington, Isolda Santarelli De Brasch, Linda Herron and Wenham resident John Bucco.

- Welcome to Tony DiStefano, new board member

Reading of Minutes

- July 2, 2024, Special Meeting

A motion was made by E. Craig-McCormack second by T. DiStefano and upon roll call were unanimously approved to accept the minutes from the July 2, 2024, special board meeting minutes.

Bills & Communications

- Financials June & July 2024
- Check Disbursements for August & September 2024 (***September's Disbursements tabled till October for clarification***)
- Debit Card Disbursements July & August 2024
- Payroll from July & August 2024
- Credit Adjustments - None

A motion was made by E. Craig-McCormack, second by T. DiStefano and upon roll call were unanimously approved to accept the Bills & Communications as presented.

Executive Director Report and Communications

- Staff Changes- New Maintenance Supervisor, Bobby Silva, will be starting on 9/16/2024
- Vacancies/New Lease Up& Transfers- Presently there are 4 vacancies.
- The board was presented with the Report on Agreed-Upon Procedures Audit
- The board was given a copy of a letter sent to Canary Building regarding conduct during a fire alarm.
- Drainage/Paving project – Executive Director will be meeting with the engineer on October 1, 2024
- Window project - work expected to begin in the next 2 weeks.

A motion was made by T. DiStefano second by E. Craig-McCormack upon roll call were unanimously approved to accept the Executive Director Report and Communications.

New Business

- The board had previously been sent a copy of the Annual Plan for 2025. The plan was also posted in the community hall. The Executive Director went through the highlights of the plan with particular attention to the proposed capital projects. After review and no questions from the tenants the Annual Plan was accepted.

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved upon roll call to accept the Annual Plan as presented.

- The Board was presented for a vote on Certificate of Substantial Completion for FISH 327063, Fire Alarm Upgrade project.

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved upon roll call to approve the Certificate of Substantial Completion for FISH 327063, Fire Alarm Upgrade project

- The board entertained a change in board meeting time. There were suggestions of 4:00 PM and 3:00 PM.

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved to move the monthly board meeting to 3:00 PM.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 6:20 PM upon a motion by E. Craig-McCormack second by T. DiStefano and upon roll call approval. The next meeting will be held on Tuesday, October 8, 2024 @ 3:00PM