

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 12, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:00 PM by Chairperson, Martha Carr. Other member(s) present were, Suzanne Thomas and Elizabeth Craig-McCormack. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan and tenants Cheryl Ambrogio, Tracey Metzger, Cecille Mazzella, Marie Schimmelbusch and Judy Gazzola.

Board Reorganization

Current Board Positions

Chairperson: Martha Carr
Vice Chair: Vacant
Treasurer: Susan Herrick
State Appointee: Elizabeth Craig-McCormack
Member: Trudy Reid

Proposed Board Positions

Chairperson: Martha Carr
Vice Chair: Suzanne Thomas
Treasurer: Susan Herrick
State Appointee: Elizabeth Craig-McCormack
Member: Trudy Reid

A motion was made by M. Carr second by E. Craig-McCormack and unanimously approved to select Suzanne Thomas as the Vice Chairperson and all other members remain in their positions. Upon roll call motion carried.

Reading of Minutes

- June 13, 2023 Regular Meeting
- June 23, 2023 Regular Meeting
- June 23, 2023 Executive Session

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the minutes from June 13 and 23, 2023 regular board meeting and June 23, 2023 Executive Session as presented.

Bills & Communications

- Check Disbursements for June, July, August 2023
- Debit Card Disbursements June, July, August 2023
- Payroll from June, July, August 2023
- Financials from August 2023
- Credit Adjustments requested – None

A motion was made by S. Thomas seconded by E. Craig-McCormack and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- 8- Vacant Units
- The Hallway Project FISH 327056 is complete from a work standpoint.
- 85 Larch Lane Kitchen Project is still in process and going far slower than desired.
- Rent reviews have essentially been completed. There are 2 stragglers.
- Tenant / Executive Director Meeting was held on August 11, 2023 in the Community Hall. It was fairly well attended with approximately 20-25 tenants in attendance.
 - Tenants were asked to pre-submit questions pertaining to day-to-day operations to the director. The Executive Director also went over the planned capital improvement plan for the next 5 years.
- EOHLC has Approved for Bid Project # 327063 ARPA Targeted Award Fire Alarm Replacement estimated base bid construction cost of \$611,162.00.
 - 4 Bids were received, \$491,300.00, \$669,969.00, \$738,900.00, \$895,895.00.
- The board was given a copy of the FY2022 Independent Accountants' Report on Agreed-Upon Procedures (AUP)
- The board was given a copy of Jonathan Driscoll, Esq. response to the Wenham Human Rights Committee with cc to Wenham Housing Authority, Town Administrator Steve Poulos and Wenham Police Chief Kevin DiNapoli. The housing authority nor Attorney Driscoll have received any communications from any of the recipients of his correspondence.
- Maintenance will be changing starting hour from 7:30 to 8:00 AM

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the Executive Director Report and Communications.

New Business

- The board had previously been given the Draft of the Annual Plan for FY 2024 (<https://tinyurl.com/LHA-MA-AnnualPlan>) to review. There were no questions from the board.

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the Annual Plan for FY 2024 as presented.

- The Executive Director reviewed the Draft Capital Improvement Plan (CIP) review for the next 5 years. There were no additional questions from the members.

A motion was made by S. Thomas and second by E. Craig-McCormack and unanimously approved to accept the Capital Improvement Plan as presented.

- EOHLC has Approved for Bid Project # 327063 ARPA Targeted Award Fire Alarm Replacement estimated base bid construction cost of \$611,162.00.
 - 4 Bids were received, \$491,300.00, \$669,969.00, \$738,900.00, \$895,895.00.
 - Email received on September 11, 2023 from EOHLC, has approved the estimated construction cost of \$491,300.00 and a bond funded TDC of \$686,952.67 with Laracy Electrical Contractor as the low bidder.

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept Laracy Electrical Contractor as the low bidder for FISH 327063, Fire Alarm Upgrade 667 & 689.

Old Business

Public Input

- None

Adjournment

The meeting adjourned at 5:13 PM upon a motion by E. Craig-McCormack and second by S. Thomas. The next meeting will be held on Tuesday, October 10, 2023 @ 4:00 PM