

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 8, 2020
7:00 PM**

Roll Call

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The Meeting was called to order at 7:02 PM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Elizabeth Craig-McCormack and Suzanne Thomas. Also, present, Paula Mountain, Executive Director.

Reading of Minutes

- July 14, 2020 Regular Session

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

Bills & Communications

- Check Disbursements for August & September 2020
- Debit Card Disbursements July & August 2020
- Payroll from July & August 2020
- Credit Adjustments requested - NONE
- Financials for July & August 2020

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- Unit 42 vacated June 30th
- Unit 1 vacated July 1st
- Unit 13 will vacate July 31st
- Unit 4 vacated August 30th
- Unit 60 will vacate on September 10th

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

New Business

- A motion was made by E. Craig-McCormack, second by S. Herrick and unanimously approved to compensate the Executive Director for 208 administration hours for FISH Project 327051, Emergency Generator at \$39.75 per hour. Total of \$8268.00.
- A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved to accept the Certificate of Final Completion for FISH 327051, Emergency Generator
- A motion was made by E. Craig-McCormack, second by S. Herrick and unanimously approved to accept the Certificate of Substantial Completion for FISH 327051, Emergency Generator
- The board was made aware of PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response. LHAs will receive approximately \$324 for each unit of state-subsidized c.200, c.667, and c.705 housing in their portfolio for the reimbursement of COVID 19 related expenses.

Old Business

- The board was presented with the final draft for the Community Garden Plot Application, General Rules, Regulations & By-Laws and Waiver which was tabled until the October meeting to give the board members additional time to review.

Adjournment

The meeting adjourned at 7:51 PM upon a motion by E. Craig - McCormack and second by S. Herrick

The next meeting will be held Tuesday, October 13, 2020 @ 7:00 PM