

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 10, 2023
4:00 PM**

Roll Call

The Meeting was called to order at 4:12 PM by Chairperson, Suzanne Thomas. Other member(s) present were Trudy Reid, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Jenna Milne, WHA Accountant, Tammy Ryan and tenants, Martha Verrington, Richard Illingsworth, Marie Shimmelbusch, Gary Moser, Tracey Metzger, Diane Osborne, Carolyn Irby, Carol Rawston, Cecille Mazzella, Judith Gazzola, Nora Charette.

Financials for FYE December 2022

- FYE 2022 financials were **TABLED**.

FY2023 Budget Presentation

- Jenna Milne presented and reviewed the FY 2023 proposed budget. The board was presented with the FY2023 proposed budget for the Wenham Housing Authority 400-1 and 689-Line items were reviewed by Paula Mountain, Executive Director and Jenna Milne, CPA for the Wenham Housing Authority. After review, a motion was made by Martha Carr, second by Trudy Reid and unanimously approved by a vote of 5 Ayes and 0 Nays to accept the budget as presented. WHA Program 689-1 for fiscal year ending 12/31/2023 total revenue of \$36,199 and total expenses of \$34,122 thereby requesting a subsidy of \$0 and WHA Program 400-1 for fiscal year ending 12/31/2023 showing total revenue of \$488,172 and total expenses of \$645,399 thereby requesting a subsidy of \$0 and further that the Executive Director's total annual salary of \$59,398 for fiscal year ending 12/31/2023 be submitted to DHCD for review and approval

New Business

- The board was presented with the LHA Executive Director Salary Calculation Worksheet for FY 2023. After reviewing:

A motion was made by M. Carr second by T. Reid and unanimously approved by a vote of 5 Ayes and 0 Nays to approve the increase of the Executive Director salary to \$59,398 reflected in the FY 2023 budget effective January 1, 2023.

Reading of Minutes

- December 13, 2022 Regular Session

A motion was made by T. Reid second by E. Craig-McCormack and unanimously approved to accept the minutes from December 13, 2022 as presented.

New Business

- Board to vote on the **Top 5 Highest Paid Employees** from 2022. **TABLED**
- Board to vote on the 2022 **Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws**. **TABLED**

- Board vote to allow ED to carry forward 250.90 hours of 2022 comp time.

A motion was made by M. Carr second by S. Herrick and unanimously approved to allow the Executive Director to carry forward 250.90 hours of 2022 comp time.

- Board vote ED FY 2022 Travel Reimbursement.

A motion was made by T. Reid seconded by S. Herrick and unanimously approved to reimburse the Executive Director \$130.23 in travel reimbursement for FY 2022.

Bills & Communications

- Check Disbursements for January, 2023
- Debit Card Disbursements December, 2022
- Payroll from December, 2022
- Credit Adjustments requested – None

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

Executive Director Report and Communications

- Vacant Units
 - Unit 61
 - Unit 48
 - Unit 62
 - Unit 27

2022 Screening Summary

List Pulls	Applicants Screened	Screening Presently	Housed	Deselected	Rejected*	Did not Accept
14	410	60	6	16	327	1

*** Rejected by HA due to no response or incomplete paperwork response**

- We no longer have a Mixed Population Coordinator as of 12/30/2022.
- Formula Funding Award letter for FY26 received from DHCD in the amount of \$143,714.

A motion was made by S. Herrick second by M. Carr and unanimously approved to accept the Executive Director’s Report and Communication.

Old Business

Adjournment

The meeting adjourned at 5:12 PM upon a motion by M. Carr and second by S. Herrick
 The next meeting will be held on Tuesday, February 14, 2023 @ 4:00 PM