

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 11, 2022
4:00 PM**

Tue, Jan 11, 2022 4:00 PM - 5:30 PM (EST)

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Roll Call

The Meeting was called to order at 4:00 PM by Chairperson, Suzanne Thomas. Other member(s) present on the calls were Bruce Blanchard, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, and tenant, Tracy Metzger arriving at 4:03 PM leaving and returning to the meeting at 4:18 PM

Reading of Minutes

- November 9, 2021, Regular Session

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

Bills & Communications

- Check Disbursements for December 2021 and January 2022
- Debit Card Disbursements November and December 2021
- Payroll from November & December 2021
- Financials for November 2021
- Credit Adjustments requested – None

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

Executive Director Report and Communications

- Vacant Units
 - Unit 67 Vacated (will be a tenant transfer)
 - Unit 59
 - Unit 29

A motion was made by S. Herrick second by E. Craing-McCormack and unanimously approved to accept the Executive Director's Report and Communication.

New Business

- Update on 85 Larch Lane ADA Bath Rehab, the board was informed that the contract for FISH 327057 with JDW, Group for \$28,000.00 was terminated due to the rate of progress not being met.
- The board was informed that a contract has been entered into with Pasek Security for the installation of ADA Door Openers in Community Hall. The contract amount is for \$15, 373.84 which is being funded through the Cares Funding.
- The board was presented with a copy of the FY25 Formula Funding Award Letter
- Board vote to allow Executive Director to carry forward 200.6 of comp hours from 2021.

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to allow the Executive Director to carry forward 200.6 hours of comp time into 2022

- The WHA has been granted a Waiver from Requirement that Town Appoint a Tenant Board Member. The letter was presented to the board.
- Cristina Machuca has submitted a letter of resignation effective January 21, 2022.

Old Business

Adjournment

The meeting adjourned at 4:37 PM upon a motion by B. Blanchard and second by E. Craig-McCormack

The next meeting will be held **remotely** on Tuesday, February 8, 2022 @ 4:00 PM