

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
October 12, 2021
4:00 PM**

Tue, Oct 12, 2021 4:00 PM - 5:30 PM (EDT)

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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 Tracey Metzger.

Reading of Minutes

- September 14, 2021, Regular Session

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

Bills & Communications

- Check Disbursements for October 2021
- Debit Card Disbursements September 2021
- Payroll from September 2021
- Financials for September 2021
- Credit Adjustments requested – None

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

Executive Director Report and Communications

- Vacant Units
 - Unit 22 vacated August 1, 2021 (unit offered and accepted)
 - Unit 28 vacated by September 30, 2021
 - Unit 67 Vacated October 31, 2021
 - Unit 29 30 Day Notice Submitted (10/31)
 - Unit 59 30 Day Notice Submitted (10/31)

A motion was made by B. Blanchard second by M. Carr and unanimously approved to accept the Executive Director's Report and Communication.

New Business

- The board was given an update on 85 Larch Lane ADA Bath Rehab. We have not received all submittals from the contractor yet.
- The board was given an update on the ADA Door Openers for the Community Hall. A walk through is scheduled for Wednesday, October 13th with quotes due by Thursday, October 21, 2021.
- The board was informed about the receipt of the Budget Guidelines from DHCD with a 4% increase in the Allowable Non-Utility Expense Levels (ANUEL) for FY 2022.

Old Business

Adjournment

The meeting adjourned at 4:35 PM upon a motion by M. Carr and second by E. Craig-McCormack

The next meeting will be held **remotely** on Tuesday, November 9, 2021 @ 4:00 PM