

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
February 14, 2023  
4:00 PM**

**Roll Call**

The Meeting was called to order at 4:04 PM by Chairperson, Suzanne Thomas. Other member(s) present were, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Tammy Ryan Administrative Assistant, and tenants, Tracey Metzger and Cecille Mazzella.

**Financials for FYE December 2022**

- FYE 2022 Financials  
Jenna Milne conference called in and review the FYE 2022 financials. There were no questions.

A motion was made by M. Carr second by S. Herrick and unanimously agreed to accept the FYE 2022 financials as presented.

**Reading of Minutes**

- January 10, 2023 Regular Session

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved to accept the minutes from January 10, 2023 board meeting as presented.

**Bills & Communications**

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

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

**Executive Director Report and Communications**

- Vacant Units  
Unit 61  
Unit 62  
Unit 27

Unit 48 leased up on February 1, 2023

- The board was presented with a copy of the letter from DHCD, Grant of Waiver from Requirement that Town Appoint a Tenant Board Member.
- The board was presented with a copy of the approval letter for the CIP-2023.
- Update on building front hallway project.

The board was informed that the project is moving along. There have been weekly notices sent to tenants as their buildings have been scheduled for various stages of work. This will continue. This project is 153 days. We have received complaints from tenants that not all tenants are adhering to the requests in the notice about which doors should or should not be used. There is little that the staff can do. The notices are being given 48 hours in advance.

- 2023 Rent Review/Continued Occupancy Packets have gone out on 2/10/2023

#### **New Business**

- Board to vote on the **Top 5 Highest Paid Employees** for 2022

A motion was made by M. Carr seconded by S. Herrick and unanimously approved to accept the Top 5 Highest Paid Employees for 2022.

- Board to vote on the 2022 **Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws**

A motion was made by M. Carr seconded by S. Herrick and unanimously approved to accept the Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws.

- Board to vote to approved FY2023 accounting contract for Milne, Shaw & Robillard, P.C.

A motion was made by S. Herrick second by M. Carr and unanimously approved to accept the FY2023 accounting contract with Milne, Shaw & Robillard, P.C.

- The board was presented with a draft Hallway Policy. After review and discussion the board requested some additional points to be added regarding public safety and clarifying NO wreaths on any doors. The Executive Director will edit and present to the board at March board meeting.

#### **Old Business**

#### **Adjournment**

The meeting adjourned at 5:30 PM upon a motion by M. Carr and second by S. Herrick  
The next meeting will be held on Tuesday, March 14, 2023 @ 4:00 PM