

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 8, 2022
4:00 PM**

New Meeting
Tue, Feb 8, 2022 4:00 PM - 5:30 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

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Access Code: 406-337-605

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, Jenna Milne, WHA Accountant, and tenants, Cheryl Ambrogio, Diane Osborne, Tracey Metzger and Selectmen, Gary Cheeseman.

Financials for FYE December 2021

- FYE 2021 financials were presented and reviewed by Jenna Milne.

A motion was made by B. Blanchard second by M. Carr and unanimously approved to accept the FYE 2021 financials as presented.

FY2022 Budget Presentation

- Jenna Milne presented and reviewed the FY 2022 proposed budget.

A motion was made by M. Carr second by B. Blanchard and unanimously approved to accept the proposed FY 2022 budget as presented.

New Business

- The Board was presented with the revised Executive Director Salary schedule based on PHN 2022-02. Executive Director salary increase is to \$56,641.00 from \$54,015.00 (**Part of FY 2022 Budget**).

A motion was made by E. Craig-McCormack second by B. Blanchard and unanimously approved to accept the salary increase for the executive director to \$56,641.00 starting with the FY2022 budget.

- The board was presented with the Top 5 Highest paid Employees from 2021

A motion was made by B. Blanchard second by E. Craig-McCormack and unanimously approved to accept the Top 5 Highest paid Employees from 2021 as presented.

- The board was presented with the 2021 Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws

A motion was made by M. Carr second by S. Herrick and unanimously approved to accept the 2021 Certification of Compliance with the Notification Procedures for Federal and State Lead Paint Laws.

- The board was presented with the accounting contract with Milne, Shaw & Robillard, \$750 per month plus \$725 Annual DHCD filing fee. State Modernization program will be billed on a work-plan basis separately, \$1500 annually.

A motion was made by B. Blanchard second by S. Herrick and unanimously approved to accept the proposed FY2022 accounting contract with Milne, Shaw & Robillard.

- The Executive Director requested a vote to accept Northeast Construction as the low bidder for FISH 327057 with a bid of \$28,500 for the Bathroom Rehab for 85 Larch Lane.

A motion was made by M. Carr second by S. Herrick and unanimously approved to accept Northeast Construction as the low bidder for FISH 327057 with a bid of \$28,500 for the bathroom rehab project for 85 Larch Lane.

Reading of Minutes

- January 11, 2022 Regular Session

A motion was made by M. Carr second by B. Blanchard and unanimously approved to accept the minutes from January 11, 2022 as presented.

Bills & Communications

- Check Disbursements for February 2022
- Debit Card Disbursements January 2022
- Payroll from January 2022
- 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 67 Screening
 - Unit 59 Screening (leasing up on Friday, February 11th)
 - Unit 29
 - Unit 41

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

Old Business

Adjournment

The meeting adjourned at 5:00 PM upon a motion by M. Carr and second by S. Herrick

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