

**WENHAM HOUSING AUTHORITY**  
**LARCH LANE**  
**MINUTES**  
**February 9, 2021**  
**4:00 PM**

**Board Meeting**

**Tue, Feb 9, 2021 4:00 PM - 5:30 PM (EST)**

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

<https://global.gotomeeting.com/join/110114037>

**You can also dial in using your phone.**

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**Access Code:** 110-114-037

**Roll Call**

The Meeting was called to order at 4:00 PM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Suzanne Thomas, and Marty Carr. Also, present, Paula Mountain, Executive Director, Jenna Milne, Gary Cheeseman and Tracy Metzger who arrive to the meeting at 4:30 PM

**Reading of Minutes**

- January 12, 2021 Regular Session

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

**Bills & Communications**

- Check Disbursements for February 2021
- Debit Card Disbursements January 2021
- Payroll from January 2021
- Credit Adjustments requested - NONE
- Financials for YE December 2020

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

**Executive Director Report and Communications**

- The final vacant unit was leased up on 2/5/2021. All units are currently occupied.
- The Executive Director had a phone call with the Town Nurse and Jackie Bresnahan about the residents here who are 75+ years old and the vaccine clinics. The WHA sent out a mailer to all residents informing them about Code Red, the towns direct call notification system. I was asked to reach out to the age 75+ residents again because there were still available vaccination appointments available for February 14, 2021. I sent our own direct dial call to these residents.

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the Executive Director Report and Communications

### **New Business**

- The Board was presented with the top 5 highest paid employees from 2020.

After reviewing a motion was made to accept the 5 Highest Paid Employees upon a roll call presented by Chairman Blanchard with 4 Ayes and 0 Nays

- The Board was presented with the 2020 Certification of compliance with Notification Procedures for Federal and State Lead Paint Laws.

After reviewing a motion was made to accept the 2020 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws upon a roll call presented by Chairman Blanchard with 4 Ayes and 0 Nays.

- Board vote to approve payment to Atkinson Carpet and Flooring in the amount of \$16,848.00 for FISH 327055, Community Building Replacement Floor Project.

A motion was made by S. Herrick second by S. Thomas and unanimous approval for payment to Atkinson Carpet and Flooring in the amount of \$16,848.00

- A motion was made by S. Herrick second by S. Thomas and unanimously approved a \$1500.00 administration fee to the Executive Director for FISH 327055, Community Building Replacement Floor Project

### **Old Business** **Adjournment**

The meeting adjourned at 4:40 PM upon a motion by B. Blanchard and second by S. Thomas

The next meeting will be held Tuesday, March 9, 2021 @ 4:00 PM