

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 21, 2023
4:00 PM**

Roll Call

The meeting was called to order at 4:03 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Suzanne Thomas, Trudy Reid, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Tammy Ryan Administrative Assistant, and tenants, Tracey Metzger, Cecille Mazzella, Judy Gazzola, Carol Kirby, Noreen Regan, Barbara Brachanow. Also present, Janet Burt and Martha Brennan.

After opening the meeting, Chairperson Carr announced that the board would be entering Executive Session upon roll-call for the following purpose:

Executive Session:

- Purpose:** 1. To discuss the reputation, character, physical condition, or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

At 4:06 a motion was made by T. Reid seconded by S. Herrick and a voice roll was called with 5 Ayes and 0 Nays to enter executive session with the board returning to Open Session immediately following the conclusion of Executive Session.

Return to Open Session

The meeting was called to order at 5:33 PM by Chairperson, Martha Carr. Other member(s) present were Elizabeth Craig-McCormack, Suzanne Thomas, Trudy Reid, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Tammy Ryan Administrative Assistant. Tenants present, Diane Osborn, Marie Schimmelbush, Cecile Mazzella, Carolyn Irby, Norene Regan, Tracey Metzger, Cheryl Ambrogio. Also present, Sam Nordberg, Janet Burt, and Patrick Waddell

Reading of Minutes

- February 14, 2023 Regular Session

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the minutes from February 14, 2023 board meeting as presented.

Bills & Communications

- Check Disbursements for February, 2023, (2 additional checks after board meeting were run in February)
- Check Disbursements for March, 2023
- Debit Card Disbursements February, 2023
- Payroll from February, 2023
- Financials from January & February, 2023 - Combined
- Credit Adjustments requested – None

A motion was made by S. Herrick seconded by S. Thomas 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 78, Unit 32, Unit 77 (Received 30 required written notice of vacating)
- The Executive Director will be on vacation the week of March 27, 2023. The office will be open from 8:30-2:30, Tuesday, Wednesday, and Friday covered by Tammy Ryan, Administrative Assistant.
- Reminded board members to take the Conflict of Interests / Ethics training per the email from the Wenham Town Clerk which was passed on to them from the Executive Director on February 22, 2023.
- Affordable Housing Trust, Margaret Hoffman of the AHT reached out to the Executive Director with an email on February 22, 2023, stating that the AHT would like to meet with the Director or the Board to see if there is any way to assist the HA with AHT funds. The Executive Director emailed Ms. Hoffman that she would be very interested in coming to an AHT meeting. The Executive Director forwarded Ms. Hoffman's email to all board members on February 22, 2023.
- Update on building front hallway project.

The board was informed that the project continues to move 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. Painting is almost complete as is the installation of flooring. Stairs, railings, treads, and cove base will be started next.

- A last-minute item was added to the agenda. The board was informed that the FY2023 Budget was approved, and the approval letter was received by email March 21, 2023.

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

New Business

Old Business

- The Executive Director presented the DRAFT Building Hallway Policy with the revisions the board requested from The February 14, 2023 meeting. Board member T. Reid wanted to see the policy include violation steps. The Executive Director stated that it would be along the lines of the No Smoking Policy. Member T. Reid wanted the violation steps included in the DRAFT policy. The presented DRAFT Building Hallway Policy was tabled until the April 2023 meeting.

Public Input

- Chairperson M. Carr, reviewed the change in Public Questions to Public Input.

On the advice of counsel for the WHA, the time that the Board Chair, at previous meetings, allowed public questions after all agenda items were addressed, will now be called Public Input. Anyone who would like to have input at a board meeting should see the Executive Director prior to the Wednesday before the scheduled meeting to ask to have an item placed on the agenda. Wednesday is when the notice is sent to the Town Clerk to be posted. Public Input only pertains to issues that are board or policy related. Not day to day operations. All day-to-day operation issues or questions should be directed to the Wenham Housing Authority Management Office. Unlike at prior meetings Public Input is not a time to ask questions. A response will not be given. The speaker will have no more than 3 minutes to talk.

There was no Public Input at the March 2023 meeting. The meeting was used to clarify the change in the process.

A motion was made by E. Craig-McCormack seconded by S. Herrick and approved with a vote of 4 Ayes (Thomas, Carr) and 1 Nay (Reid) to accept the change in Public Questions to Public Input.

Adjournment

The meeting adjourned at 6:15 PM upon a motion by T. Reid and second by S. Thomas
The next meeting will be held on Tuesday, April 11, 2023 @ 4:00 PM