

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
July 12, 2022
4:00 PM**

New Meeting

Tue, Jul 12, 2022 4:00 PM - 5:30 PM (EDT)

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

<https://meet.goto.com/639052693>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 639-052-693

Roll Call

The Meeting was called to order at 4:09 PM Chairperson, Suzanne Thomas. Other member(s) present on the calls were and Susan Herrick, Trudy Reid, Elizabeth Craig-McCormack and Marty Carr. Also, present, Paula Mountain, Executive Director, and tenants Tracy Metzger who left the meeting at 4:25, Cheryl Ambrogio and Marilyn Brauss from 4:48 PM – 5:09 PM.

Board Reorganization

Current Board Positions

- **Chairperson:** **Suzanne Thomas, Tenant**

A motion was made by M. Carr second by T. Reid and unanimously approved by roll call to accept Suzanne Thomas as Chairperson

- **Vice Chair :** **Martha Carr**

A motion was made by S. Herrick second by T. Reid and unanimously approved by roll call to accept Martha Carr as Vice Chairperson

- **Treasurer:** **Susan Herrick, Tenant**

A motion was made by M. Carr second by E. Craig-McCormack and unanimously approved by roll call to accept Susan Herrick as Treasurer

- **State Appointee:** **Elizabeth Craig-McCormack**
- **Member:** **Trudy Reid**

Reading of Minutes

- June 14, 2022, Regular Session

A motion was made by M. Carr second by E. Craig-McCormack and unanimously approved by roll call to accept the meeting minutes as presented.

Bills & Communications

- Check Disbursements for July 2022
- Debit Card Disbursements June 2022
- Payroll from June 2022
- Financials for June 2022

A motion was made by E. Craig-McCormack, second by T. Reid and unanimously approved by roll call to accept the Bills and Communications as presented.

- Credit Adjustments requested – \$1,092.00 ,Tenant in May bounced check and is no longer a resident

A motion was made by S. Herrick second by T. Reid and unanimously approved by roll call to accept the request for a credit adjustment in the amount of \$1092.00

Executive Director Report and Communications

- Vacant Units
 - Unit 41
 - Unit 43
 - Unit 20
 - Unit 36
 - Unit 61
- ADA Bathroom Rehab still in at 85 Larch. No Change since last meeting
- Update on part-time positions- I have posted the position on Indeed and have had a few interviews.
- Target award of ARPA Funds for the Replacement of the Fire Alarm System for both the 667 and 689 developments.

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved by roll call to accept the Executive Director's Report and Communication.

New Business

- Executive Director is requesting Administrative Fee for the Water Line break, down at 85 Larch Lane, FISH 327062 in the amount of \$586.46 for extra hours above 26 Regular Hours.

A motion was made by T. Reid second by E. Craig-McCormack and unanimously approved by roll call to approved the Administrative Fee for FISH 327062 to the Executive Director

- Board to discuss Dental/Vision coverage for benefited housing authority employees. The board was presented with the history of procuring dental and vision coverage. Presently housing authority employees are not eligible for coverage through the GIC for either dental or vision. Through the collective bargaining unit of the Association of Local and Public Housing Authorities (ALPHA) dental and vision coverage was procured through MetLife.

A motion was made by S. Herrick second by T. Reid and unanimously accepted upon roll call to offer dental and vision coverage for benefited housing authority employees. With 75/25 coverage. The housing authority paying 75% and the employee paying 25% of the monthly premiums.

- Board vote to approve Scope of Service for Project 327061-689 Kitchen Update (85 Larch Lane)

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved upon roll to approve the Scope of Service for Project 327061.

- The Executive Director requested forgoing the August 2022 board meeting.

A motion was made by E. Craig-McCormack second by T. Reid and unanimously approved upon roll call vote to forgo a meeting in August, 2022

Old Business

Adjournment

The meeting adjourned at 5:11PM upon a motion by T. Reid and second by S. Herrick

The next meeting will be held **remotely** on Tuesday, September 13, 2022 @ 4:00 PM