

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 22, 2022
4:00 PM**

New Meeting

Thu, Sep 22, 2022 4:00 PM - 6:00 PM (EDT)

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

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Access Code: 449-879-029

Roll Call

The Meeting was called to order at 4:07 PM Chairperson, Suzanne Thomas. Other member(s) present on the calls were and Susan Herrick (who arrived at 4:27 PM), Elizabeth Craig-McCormack and Marty Carr. Also, present, Paula Mountain, Executive Director, Tammy Ryan, Administrative Assistant, and tenant Tracy Metzger

Reading of Minutes

- July 12, 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 August & September, 2022
- Debit Card Disbursements July & August, 2022
- Payroll from July & August, 2022
- Financials for July & August 2022
- Credit Adjustments requested - None

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

Executive Director Report and Communications

- Vacant Units
 - Unit 41
 - Unit 43
 - Unit 20
 - Unit 61
 - Unit 48
 - Unit 62
 - Unit 27

- The board with presented with the AUP audit report for YR Ending December 31, 2021- No Exceptions noted across all reporting areas.

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

New Business

- The board review the Annual Plan review for FY 2023 (<https://tinyurl.com/LHA-MA-AnnualPlan>) as presented by the Executive Director. There were no questions or comments by the members or tenants, submitted or otherwise.

A motion was made by E. Craig-McCormack second by M. Carr and unanimously approved by roll call to accept the Annual Plan for FY 2023 as presented.

- The Executive Director is requesting Administrative Fee for the management of Bathroom Renovation Project at 85 Larch Lane FISH 327057 in the amount of \$2800.00 for 67 extra hours above 26 Regular Hours.

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved by roll call to approve the administrative fee to the Executive Director in the amount of \$2800 for FISH project 327057, Bathroom Renovation Project.

- Board vote for Rec 2 final 5% on Bathroom Renovation Project at 85 Larch Lane FISH 327057 from Northeast Construction in the amount of \$1425.00.

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved by roll call to authorize the final 5% in the amount of \$1425.00 on FISH 327057 to Northeast Construction.

- Board vote to accept Certificate of Final Completion on Bathroom Renovation Project at 85 Larch Lane FISH 327057 from Northeast Construction.

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved by roll call to authorize the Certificate of Minal Completion on Bathroom Renovation Project FISH 327057.

Old Business

Adjournment

The meeting adjourned at 5:12PM upon a motion by E. Craig-McCormack and second by S. Herrick

The next meeting will be held on Tuesday, October 11, 2022 @ 4:00 PM