

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
March 10, 2020  
7:00 PM**

**Roll Call**

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Mark Carleo and Susan Herrick. Also, present, Paula Mountain, Executive Director and the following tenants, Virginia Drieze, Bob Warner, Marie Williams, Dot Giove and Gary Cheeseman.

**Reading of Minutes**

- February 18, 2019 Regular Session

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

**Bills & Communications**

- Check Disbursements for March 2020
- Debit Card Disbursements February 2020
- Payroll from February 2020
- Credit Adjustments Requested – NONE
- Financials for February 2020

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

**Executive Director Report and Communications**

- ❖ Update board on fire in Sargent building (units 59, 60, 63,64)  
It is expected that the units will be ready for April 1, 2020
- Vacant Units
  - Unit 18, Leasing March 18, 2020
- Generator update – Work is estimated to start April 6, 2020 and last about 3 weeks
- Rent Recertification Packets have gone out to all tenants
- Health and Safety Award was received. There are 2 projects, the relining of the parking lot and parking spaces with an award of \$7700 and the replacement of the slats on the courtyard benches, award of \$6050.
- Coronavirus and the WHA community. A notice is being sent out to all residents with CDC recommendations. CDC and Public Health posters have been put up around the community hall and in the bathrooms. All activities in the community hall such as board games, puzzles, and social gatherings have been discouraged under an abundance of caution. Maintenance issues will be adjusted as the need arises. Annual inspections of the building will not be conducted at this time.
- A records request has been made by a reporter from the Boston Globe. Requested information for 2017, 2018 and 2019 that has been provided is the following:
  1. Payroll data consisting of employee's name, primary or most recent job title for that year; total

- pay for the year and how much they earned in regular or base pay that year and overtime to that year.
2. The most detailed version of line-item budgets for the HA for the three most recent 12-month periods available.
  3. The three most recent annual reports
  4. Any record(s) describing the status of each affordable housing waiting list the WHA maintains.

### **New Business**

- The board was presented with a revised Executive Director Salary Worksheet for FY2020 Budget. The previously voted on calculation was for 37 hours, the corrected 26 hours maximum calculation was \$54,015. A motion was made by M. Carleo second by S. Herrick and unanimously approved to revise the Executive Director's FY 2020 salary to \$54,015
- A motion was made by M. Carleo second by S. Herrick and unanimously approved to revoke the FY2020 Budget adjusting the Executive Director's salary to \$54,015.
- Laundry Equipment Proposal – tabled until April meeting
- A motion was made by M. Carleo second by S. Herrick and unanimously approved to accept the Contract for Financial Assistance (CFA) with the Commonwealth of Massachusetts – Standard Contract
- A motion was made by M. Carleo second by S. Herrick unanimously approved to authorize the Executive Director to sign the Commonwealth of Massachusetts Subsidy Agreement

### **Old Business**

### **Adjournment**

The meeting adjourned at 7:34 PM upon a motion by S. Herrick and second by M. Carleo

The next meeting will be held Tuesday, April 14, 2020 @ 7:00 PM