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**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
June 9, 2020  
7:00 PM**

**Roll Call**

The May Board Meeting was held online via GoToMeeting and the following invitation was posted publicly.

**Tue, Jun 9, 2020 7:00 PM - 8:30 PM (EDT)**

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

<https://global.gotomeeting.com/join/281971109>

**OR**

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The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Elizabeth Craig-McCormack and Suzanne Thomas. Also, present, Paula Mountain, Executive Director.

**Reading of Minutes**

- May 12, 2020 Regular Session

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

**Bills & Communications**

- Check Disbursements for June 2020
- Debit Card Disbursements May 2020
- Payroll from May 2020
- Credit Adjustments Requested – NONE
- Financials for April & May 2020

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

## Executive Director Report and Communications

- There are 5 units that will hopefully be leased up this month. In addition, Unit 35 vacated on June 1<sup>st</sup> and unit 42 will be vacating on June 30<sup>th</sup>.
- National Grid installer will be pulling new conduit. They will be on property for several weeks.
- Generator Project is essentially complete. We have not received the final 5% bill as of yet.
- New laundry equipment was installed on June 8<sup>th</sup> and tenants have received their laundry cards.
- Tenants have received 10 mask which the WHA received from MEMA and the DPH
- *FY 20 Budget Approved was received from DHCD after the agenda was posted*

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the Executive Director Report and Communications.

## New Business

- The board was presented a draft application for the community gardens. The proposed application lays out a Code of Conduct and General Rules. Members will review and bring any questions to the executive director via email which will be discussed at the July board meeting. This application is intended for the gardens only.

A motion was made by S. Herrick second by S. Thomas and unanimously approved to table the garden application discussion until the July board meeting.

- Each member was given a copy of the Desk Audit from the Performance Management Review (PMR)
- Change Order 1 was presented for the Generator project FISH 327051. The contract will increase by the change order sum of \$1733.20 which is to furnish and install the main panel defective circuit breaker.

A motion was made by S. Herrick, second by S. Thomas and unanimously approved to accept the change order from Brite Lite in the amount of \$1733.20 as presented.

- *New addition to the agenda is a discussion of hazard pay for Chris Cerino for the past 10 weeks of the COVID-19 crisis.* The Executive Director is requesting hazard pay for Maintenance Mechanic Chris Cerino in the amount of \$1000. This is in acknowledgement of his commitment to the safety and well-being of the tenants of the WHA during this continuing COVID-19 crisis. He has exhibited exemplary dedications and concern for the residents at the WHA. S. Herrick second the sentiment and supported the request. E. Craig-McCormack supported the sentiment but suggested \$1500 as did B. Blanchard. S. Thomas suggested \$2000. The COVID crisis is still not over and the consensus was a compensation of \$1500 with an automatic 2 hr of OT each week until the crisis is over.

A motion was made by S. Herrick second by S. Thomas and unanimously approved to pay Chris Cerino \$1500 hazard pay with 2 hrs OT weekly until the COVID 19 crisis is controlled.

## Old Business

## Adjournment

The meeting adjourned at 8:10 PM upon a motion by E. Craig - McCormack and second by S. Thomas

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