

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
April 13, 2021  
4:00 PM**

**BOARD MEETING**

**Tue, Apr 13, 2021 4:00 PM - 5:30 PM (EDT)**

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**Roll Call**

The Meeting was called to order at 4:00 PM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Suzanne Thomas, Elizabeth Craig McCormack, and Marty Carr. Also, present, Paula Mountain, Executive Director, and tenant Tracy Metzger.

**Reading of Minutes**

- March 9, 2021 Regular Session

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

**Bills & Communications**

- Check Disbursements for April 2021
- Debit Card Disbursements March 2021
- Payroll from March 2021
- Financials for March 2021
- Credit Adjustments requested - NONE.

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

**Executive Director Report and Communications**

- Vacant Units
  - Unit 23 will be vacant at the end of March.
  - Unit 1 vacated on April 6, 2021. Should be leased up by April 23, 2021.

**New Business**

- The board was informed that the FY 2021 budget has been approved by DHCD.
- Rate increase for maintenance

- Groundskeeper/Custodian increase to \$25.56 from \$25.05 (.51)
- Maintenance Mechanic increase to \$31.83 from \$31.40 (.43)

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the rate increase by the Department of Labor and Standards for the above maintenance positions.

- The board was presented with a quote to repair/rebuild the maintenance the recycling/storage shed or the cost to purchase a new 10 x 20 shed. A quote was received by Mike Bennett – Builder to repair the shed for a cost of \$4402.00. Estimates to purchase a new shed 10 x 20 with 3 doors is approximately \$9,000 - \$10,000.

A motion was made by M. Carr second by S. Herrick and unanimously approved to rebuild the recycling/storage shed at a cost of \$4402 with Mike Bennett – Builder. In addition, the board approved a ramp for the first door furthest from the dumpster to be installed. This will have to be taken up with the contractor. The ramp will need to be ADA compliant.

- Electric contract review.

Tabled for further information.

- The board was presented with the Work Order/Scope of Services for FISH Project 327057, second ADA Bathroom, 85 Larch Lane.

After review, a motion was made by Suzanne Thomas, second by Martha Carr and unanimously approved by a vote of 5 Ayes and 0 Nays to accept the proposal as presented.

### **Old Business**

The board was presented with a question from Melanie Loveland-Hale, HMS at DHCD, pertaining to the Executive Director's contract. Ms. Loveland -Hale is seeking clarification if the Wenham board wants to preserve DHCD's template contract language allowing the carryover of 2 years of unused vacation time.

A motion was made by S. Thomas second by E Craig-McCormack and unanimously approved to preserve the DHCD's template contract language allowing the carryover of 2 years of unused vacation time for the Executive Director.

### **Adjournment**

The meeting adjourned at 4:56 PM upon a motion by M. Carr and second by E. Craig-McCormack

The next meeting will be held Tuesday, May 11, 2021 @ 4:00 PM