

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

Roll Call

The Meeting was called to order at 4:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Suzanne Thomas, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, Maintenance Mechanic, Chris Cerino, and tenants Carol Kirby, Cecille Mazella, Marie Schimmelbusch, Judy Gazzola, Tracey Metzger, Carol Rawston, Martha Verrington, Carolyn Irby, Noreen Regan, and Dot Tremblay who arrived at 4:12.

Board Reorganization

Board Positions

- **Chairperson: Suzanne Thomas**

A motion was made by M. Carr second by S. Herrick and unanimously approved nominating Suzanne Thomas as Chairperson.

- **Vice Chairperson: Martha Carr**

A motion was made by S. Thomas second by S. Herrick and unanimously approved nominating Martha Carr as Vice Chairperson.

- **Treasurer: Susan Herrick**

A motion was made by B. Blanchard second by M. Carr and unanimously approved nominating Susan Herrick as Treasurer.

- **Vice Treasurer: Bruce Blanchard**

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved nominating Bruce Blanchard as Vice Treasurer.

- **Member Elizabeth Craig-McCormack**

Reading of Minutes

- June 8, 2021, Regular Session

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

Bills & Communications

- Check Disbursements for July 2021
- Debit Card Disbursements June 2021
- Payroll from June 2021
- Financials for June 2021

- Credit Adjustments requested - \$729.90.

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

Executive Director Report and Communications

- Vacant Units
Unit 53 vacated July 1, 2021
Unit 70 vacated July 6, 2021
- The board was given an update on a fire that occurred at 85 Larch Lane. This was the result of a cigarette butt that was dropped in the mulch up against the building. The Executive Director has been in touch with Eliot Community Human Services and the Wenham Fire Department. Eliot CHS has begun the repair of the siding. They are unable to get a color match and will be painting the replaced siding with paint to match that is specifically for vinyl siding. At the recommendation of the fire department, the mulch has been removed and crush stone has been placed against the buildings. In addition, Eliot staff will be providing closer supervision to ensure that residents who are smoking are disposing of cigarette butts properly. The Executive Director will be conducting increased inspection of the grounds around the building. Eliot will be incurring the cost of the mulch removal, crushed stone replacement and vinyl siding repair.

A motion was made by M. Carr second by S. Thomas and unanimously approved to accept the Executive Director's Report and Communication.

New Business

- The Board discussed and voted the adding of Juneteenth Independence Day to the observed and paid holidays for LHA employees.

A motion was made by E. Craig-McCormack second by S. Herrick and approved by a vote of 4 Ayes and 1 Nay to add Juneteenth Independence Day to the observed and paid holidays for LHA employees.

- The Board was presented with the low bidder, JDW Group LLC, \$28,000.00 for FISH 327057, ADA Bath Renovation at 85 Larch Lane.

A motion was made by S. Herrick second by E. Craig-McCormack and unanimously approved to accept the low bidder, JDW Group LLC, \$28,000.00 for FISH 327057, ADA Bath Renovation at 85 Larch Lane.

- The Board was presented with the Certificate of Final Completion and final 5% payment requisition for FISH 327054 Bay Window replacement at 85 & 86 Larch Lane.

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the CFC and 5% payment requisition for FISH 327054, Bay Window replacement at 85 & 86 Larch Lane.

- The Board was presented with the request for an Administrative Fee for 40 addition hours at a rate of \$39.95 (\$1598.00) paid to the Executive Director for FISH 327054, Bay Window replacement project at 85 & 86 Larch Lane.

A motion was made by S. Herrick second by M. Carr and unanimously approved for the payment to the Executive Director of 40 additional hours at a rate of \$39.95 for the Administrative Fee for FISH 327054, Bay Window replacement project at 85 & 86 Larch Lane.

Old Business

Adjournment

The meeting adjourned at 4:52 PM upon a motion by M. Carr and second by S. Thomas

The next meeting will be held **IN PERSON** on Tuesday, August 17, 2021 @ 4:00 PM