

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 9, 2021
4:00 PM**

New Meeting

Tue, Nov 9, 2021 4:00 PM - 5:30 PM (EST)

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

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Access Code: 296-554-701

Roll Call

The Meeting was called to order at 4:05 PM by Chairperson, Suzanne Thomas. Other member(s) present on the calls were Bruce Blanchard, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, and tenants, Diane Osborne and Cheryl Ambrogio arriving at 4:14 PM.

Reading of Minutes

- October 12, 2021, Regular Session

A motion was made by B. Blanchard second by M. Carr and unanimously approved to accept the meeting minutes as presented.

Bills & Communications

- Check Disbursements for November 2021
- Debit Card Disbursements October 2021
- Payroll from October 2021
- Financials for October 2021
- Credit Adjustments requested – None

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

Executive Director Report and Communications

- Vacant Units
 - Unit 28 vacated by September 30, 2021, Screening applicant currently.
 - Unit 67 Vacated October 31, 2021
 - Unit 29 30 Day Notice Submitted (10/31)
 - Unit 59 30 Day Notice Submitted (10/31)

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

New Business

- Update on 85 Larch Lane ADA Bath Rehab. The contractor was given until Friday, November 5th at noon to provide a schedule and all submittals. We received the requested information at 11:59 PM. He has received the necessary approval to move forward with ordering materials. His schedule states he expects to begin in December.
- ADA Door Openers in Community Hall we received no quotes using the statewide vendor list. I did reach out to Pasek and we are expecting a quote from them this week.
- The board was presented with a budget revision request to increase the non-routine and budgeted for subsidy of \$20,217 COVID CARES funds which we did not spend last year. A motion was made by B. Blanchard second by S. Herrick and unanimously approved to approve the budget revision as requested.
- The board was presented with the revised Executive Director contract. The contract is for a term of 2 years with an effective ending date of 12/31/2023 with a salary of \$54,015 for 26 hours per week. A motion was made by M. Carr second by E. Craig-McCormack and unanimously approved to accept the Executive Director contract as presented.
- The board was presented with the Regional Legal Services Program. A motion was made by E. Craig-McCormack second by M. Carr and unanimously approved to authorize the Executive Director to enter into a Participation Agreement for the Regional Legal Services Program.
- There will be no board meeting in December 2021

Old Business

Adjournment

The meeting adjourned at 4:41 PM upon a motion by M. Carr and second by B. Blanchard

The next meeting will be held **remotely** on Tuesday, January 11, 2021 @ 4:00 PM