

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 8, 2022
4:00 PM**

New Meeting

Tue, Mar 8, 2022 4:00 PM - 5:30 PM (EST)

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

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Roll Call

The Meeting was called to order at 4:00 PM Honorary Chairperson, Bruce Blanchard. Other member(s) present on the calls were Suzanne Thomas, Elizabeth Craig McCormack, Marty Carr, and Susan Herrick. Also, present, Paula Mountain, Executive Director, and tenant, Tracy Metzger, Diane Osborne, Deb Cronin, Cheryl Ambrogio who arrived at 4:13 pm.

Reading of Minutes

- February 8, 2021, Regular Session

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

Bills & Communications

- Check Disbursements for March 2022
- Debit Card Disbursements February 2022
- Payroll from February 2022
- Financials for February 2022

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

- Credit Adjustments requested – \$1328.00
For tenants no longer in residence

A motion was made by S. Herrick second by S. Thomas and unanimously approved to accept the requested credit adjustment of \$1328.00

M. Carr requested to be on record on the snow removal that maintenance has done this year. Living on the corner lot next to the driveway of the WHA she sees the “very nice Job” that the guys are doing “under difficult circumstances”.

Executive Director Report and Communications

- Vacant Units
 - Unit 67 Screening
 - Unit 29 Screening
 - Unit 41
 - Unit 43
- The board was updated on the installation of the ADA Door Openers in the community building. They are operational and we are now waiting for the receipt of the fobs which will be distributed to each tenant. The Executive Director has requested a quote from Pasek on adding the sliding door.
- The WHA received 4 cases of COVID Rapid Test Kits from the Commonwealth to be distributed to all tenants. Each tenant will receive 3 boxes with each box containing 2 tests. Residents need to come to the office to pick them up.

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 was presented with the proposed Language Access Plan for review. The plan used was the boilerplate plan presented by DHCD with no substantive changes.

After view a motion was made by M. Carr second by E. Craig-McCormack and unanimously approved to accept the Language Access Plan as presented.

- The board discussed the mask requirements on WHA property. No action was taken at this time and will be reviewed again at the April board meeting.
- Board vote to disqualify low bidder on Front Hallway project (Removed for the agenda)
- The Board was presented with the Department of Labor Standards new rate for maintenance.

A motion was made by M. Carr and second by S. Thomas and unanimously approved to accept the Labor Standards Rates.

Old Business

Adjournment

The meeting adjourned at 5:15 PM upon a motion by M. Carr and second by S. Thomas

The next meeting will be held **remotely** on Tuesday, April 12, 2022 @ 4:00 PM