

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 12, 2022
4:00 PM**

Board Meeting

Tue, Apr 12, 2022 4:00 PM - 5:30 PM (EDT)

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Roll Call

The Meeting was called to order at 4:00 PM Chairperson, Suzanne Thomas. Other member(s) present on the calls were Marty Carr, and Susan Herrick and Trudy Reid Also, present, Paula Mountain, Executive Director, and tenant Tracy Metzger.

Reading of Minutes

- March 8, 2022, 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 April 2022
- Debit Card Disbursements March 2022
- Payroll from March 2022
- Financials for March 2022
- Credit Adjustments requested – NONE

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

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

Executive Director Report and Communications

- Vacant Units
Unit 41
Unit 43
- Garden assignments for the growing season have been completed
- Rent Reviews for FY 2022 have begun
- Performance Management Review (PMR) is scheduled for April 19, 2022
- FY2022 Budget has been approved by DHCD (received 4/8/2022)

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

- The board reviewed the emails from Ray Faulk, Paxor Construction and Attny Joseph P. Evans pertaining to Paxor Construction's bid for Front Hallway Project FISH 327056. After reviewing the materials presented the board voted the following.

A motion was made by S. Herrick second by M. Carr and upon roll call unanimously determined that Paxor Construction is not a responsible bidder. Paxor has not demonstrated they possess the skill, ability and integrity necessary to faithfully perform the work required for the project in accordance with Massachusetts statutes and as such the board has disqualified Paxor Construction.

- The Board was presented with a quote from Pasek to add 4th ADA Automatic door opener to the newly installed system. The quote presented was for \$3283.61.

A motion was made by S. Herrick second by T. Reid and upon roll call unanimously approved to have the Executive Director to execute a contract to install a ADA Automatic Door Opener connected to the newly installed system.

- After a brief discussion a motion was made M. Carr second by S. Herrick and upon roll call unanimously approved to relax the mask requirement effective April 13,2022 in all common area of the WHA. They do however reserve the right to revisit the mask requirements at any time.

Old Business

Adjournment

The meeting adjourned at 5:18 PM upon a motion by M. Carr and second by S. Herrick

The next meeting will be held **remotely** on Tuesday, May 10, 2022 @ 4:00 PM