

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
October 11, 2022  
4:00 PM**

**Roll Call**

The Meeting was called to order at 4:07 PM by Chairperson, Suzanne Thomas. Other member(s) present were Susan Herrick, Marty Carr and Trudy Reid. Also, present, Paula Mountain, Executive Director, Tammy Ryan, Administrative Assistant, Maintenance Mechanic, Chris Cerino (arriving at 4:25) and tenants Tracy Metzger, Cecille Mazzella, Noreen Regan, Diane Osborne, Marie Schimmelbusch (arriving at 4:04).

**Reading of Minutes**

- September 22, 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 October 2022
- Debit Card Disbursements September 2022
- Payroll from September 2022
- Financials for September 2022
- Credit Adjustments requested – None

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

**Executive Director Report and Communications**

- Vacant Units
  - Unit 41
  - Unit 43
  - Unit 20
  - Unit 61
  - Unit 48
  - Unit 62
  - Unit 27

Unit 43 was leased up on 9/16/2022

- Welcome to our new hire, Joseph Cloutier, Maintenance/Groundskeeper. Joseph started on 10/3/2022

A motion was made by M. Carr second by T. Reid and unanimously approved to accept the Executive Director's Report and Communication.

**New Business**

- Budget Guidelines have been released by DHCD with a 9% increase in the Allowable Non-Utility

Expense Levels (ANUEL)

**Old Business**

**Adjournment**

The meeting adjourned at 4:20 PM upon a motion by M. Carr and second by S. Herrick

The next meeting will be held on Tuesday, November 15, 2022 @ 4:00 PM