

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
November 18, 2022  
3:00 PM**

**Roll Call**

The Meeting was called to order at 3:03 PM by Chairperson, Suzanne Thomas. Other member(s) present were Susan Herrick and Marty Carr. Also, present, Paula Mountain, Executive Director, Tammy Ryan, Administrative Assistant and tenants Tracy Metzger, Cecille Mazzella, Noreen Regan, Diane Osborne, Marie Schimmelbusch, Anne Shaffer, Marilyn Brauss, Cheryl Ambrogio, Carol Rawston, Judy Gazzola, Kim Smith, Martha Verrington, Carol Kirby.

**Reading of Minutes**

- October 11, 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 November,2022
- Debit Card Disbursements October,2022
- Payroll from October,2022
- Financials for October,2022
- Credit Adjustments requested – None

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

**Executive Director Report and Communications**

- Vacant Units
  - Unit 61
  - Unit 48
  - Unit 62
  - Unit 27
- Welcome to our new hire, Thomas DuBois, Maintenance/Groundskeeper. Tom started on 11/14/2022

**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**

- Board vote to award Northeast Construction as the low bidder for 689 Kitchen Renovation Project, FISH 327061, with a bid of \$48,700.00.
  - **A motion was made by S. Herrick second by M. Carr and unanimously approved to award Northeast Construction as the low bidder for 689 Kitchen Renovation Project, FISH 327061, with a bid of \$48,700.00.**

- Board to review the Fair Housing Marketing Plan presented by the Executive Director with adoption of Plan
  - **A motion was made by M. Carr seconded by S. Herrick and unanimously approved to adopt the Fair Housing Marketing Plan as presented.**
- Board vote to accept the Contract for Financial Assistance (CFA) 4050 in the amount of \$798,600.00 which represents ARPA Targeted Award. (Replace the Fire Alarm Replacement)
  - **A motion was made by M. Carr second by S. Herrick and unanimously approved to accept the Contract for Financial Assistance (CFA) 4050 in the amount of \$798,600.00 which represents ARPA Targeted Award. (Replace the Fire Alarm Replacement)**
- Board vote to accept the Contract for Financial Assistance (CFA) 4001 in the amount of \$143,760.00 which represents ARPA Formula Funding. (Hallway Upgrades Project)
  - **A motion was made by S. Herrick second by M. Carr and unanimously approved to accept the Contract for Financial Assistance (CFA) 4001 in the amount of \$143,760.00 which represents ARPA Formula Funding. (Hallway Upgrades Project)**
- The board reviewed the Hallway Upgrades Project, FISH 327056. The Executive Director reviewed the options of the bidding for the Hallway Upgrades Project. The base low bid is \$265,000. with 4 alternates. Alternates 1-3 adds \$44,000 each and alternate 4 adds \$54,000. The project is being funded with \$118,252 in Formula Funding, \$143,760 in ARPA Funds, and DHCD has awarded \$123,545 in Compliance Reserves however that leaves a shortfall of \$81,055 that the WHA would need to add from our Operating Reserves. The total contract cost is \$451,000. The Executive Director is requesting \$81,055 from the WHA Operating Reserve to fund the balance of the project.
  - **A motion was made by M. Carr seconded by S. Herrick and unanimously approved to take \$81,055. from the WHA Operating Reserve to fund the balance of Hallway Upgrades Project, FISH 327056**
- Board to review and vote on Aegean Builders low bidder for Hallway Upgrades Project, FISH 327056 in the amount of \$265,000 plus alternates of \$186,000
  - **A motion was made by M. Carr seconded by S. Herrick to approve Aegean Builders as the low bidder for Hallway Upgrades Project, FISH 327056 in the amount of \$451,000.**
- Board vote to accept the maximum revised Amendment 6, Contract for Financial Assistance (CFA) 5001 in the amount of \$1,542,829.52.
  - **A motion was made by S. Herrick second by M. Carr and unanimously approved to accept Amendment 6 Contract for Financial Assistance (CFA)5001 in the amount of \$1,542,829.52.**

### Old Business

The board revisited the opening the community hall.

- **A motion was made by M. Carr seconded by S. Herrick and unanimously approved to open the community hall to tenant events only. No outside events such as private/family parties or BINGO. The board reserves the right to revisit the status of the hall usage, if necessary, in the future.**

### Adjournment

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

The next meeting will be held on Tuesday, December 13, 2022 @ 4:00 PM