

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
December 13, 2022  
4:00 PM**

**Roll Call**

The Meeting was called to order at 4:00 PM by Chairperson, Suzanne Thomas. Other member(s) present were Susan Herrick, Marty Carr and Trudy Reid via remote phone. Also, present, Paula Mountain, Executive Director and tenants Tracy Metzger, Cecille Mazzella, Noreen Regan, Marie Schimmelbusch, Judy Gazzola, Carol Kirby, Barry Michaud and Cheryl Ambrogio who arrived at 4:05.

**Reading of Minutes**

- November 18,2022 Regular Session

**A motion was made by S. Herrick second by M. Carr and approved by roll call with T. Reid abstaining to accept the meeting minutes as presented.**

**Bills & Communications**

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

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

**Executive Director Report and Communications**

- Vacant Units
  - Unit 61
  - Unit 48
  - Unit 62
  - Unit 27
- Social Security has indicated a 8.7% increase in 2023 and Medicare B will be decreasing by \$5.20 to \$164.90 for most people.
- We will be hiring TM Landscaping to handle the shoveling of the walkways, front and rear doors for the winter.
- Some tenants have asked Tom to help them with misc. tasks after his work hours. He has been instructed to decline these requests.

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

### **New Business**

- The board was presented with the Space Heater policy for discussion and adoption.

**A motion was made by M. Carr seconded by S. Herrick and unanimously approved by roll call to adopt the Space Heater Policy as presented.**

### **Old Business**

### **Adjournment**

The meeting adjourned at 4:43 PM upon a motion by M. Carr and second by S. Herrick

The next meeting will be held on Tuesday, January 10, 2023 @ 4:00 PM