

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
October 14, 2025
3:00 PM
DRAFT**

Roll Call

The meeting was called to order at 3:02 PM by Chairperson, Martha Carr. The other members present were, John Bucco, Elizabeth Craig-McCormack, Sharon Ivey and Tony DiStefano. Also present, Paula Mountain, Executive Director, Administrative Assistant, Tammy Ryan and tenants Diane Osborne, Marie Schimmelbush, Martha Verrington, Don & Linda Luxton

Reading of Minutes

- September 9, 2025 Regular Minutes

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the September 9, 2025 minutes as presented.

Bills & Communications

- Financials September 2025 / Budget Revision - Jenna called in to present both.

A motion was made by T. DiStefano and second by J. Bucco and unanimously voice vote of 5 Ayes, 0 Nays to accept the September financials and the Budget Revision-1 as presented by Jenna Milne.

- Check Disbursements for October 2025
- Debit Card Disbursements September 2025
- Payroll from September 2025
- Credit Adjustments – None

A motion was made by T. DiStefano second by S. Ivey and unanimously approved to accept the October Check Disbursements, September Debit Card Disbursements and September Payroll as presented. No Credit Adjustments were requested by the Executive Director.

Executive Director Report and Communications

- 5 Vacancies (Three 2nd floors, One 1st floor, One Handicapped unit)
- 86 Larch Lane Kitchen Project, We are still waiting on contractor to bill for the project.
- Drainage Project FISH 327064 is progressing

A motion was made by S. Ivey second by E. Craig-McCormack and unanimously approved to accept the Executive Director Report and Communications.

New Business

- Request- Change Order 1 for 689 Kitchen Rehab Project, 86 Larch Lane. Replacement of existing kitchen ceiling lighting fixture total cost \$455.00.

A motion was made by T. DiStefano seconded by J. Bucco and unanimously approved to accept Change Order -1 For 689 Kitchen Rehab Project in the amount of \$455.00

- Executive Director's request for administrative fee of \$1256.58 for the management of FISH 327066, 689 Kitchen Rehab Project. Total hours thus far 27 hour @ \$46.54 /hr.

A motion was made by E. Craig-McCormack seconded by J. Bucco and unanimously approved to accept the payment request by the Executive Director for the administration fee for 27 hours @ \$46.54/hr for the management of FISH Project #327066 totaling \$1256.58.

- The board was presented with the Change Order-1 request for Driveway Drainage Project, FISH 327064, totaling \$27,647.62. This request is to add an additional area of paving to the roadway that has significantly deteriorated since the initial survey of the project.

A motion was made by J. Bucco second by T. Distefano and unanimously approved to accept Change Order -1 for the Driveway Drainage Project, FISH 327064.

Old Business

The board tabled the discussion about the permanent seat on the CPA committee. They asked that the Executive Director reach out to Rick Woodland, Chair of the CPA with the following questions.

1. Are the meetings in person or remote?

The Executive Director spoke to Mr. Woodland on September 10, 2025, who stated that the CPA meetings are held remotely except the annual meeting which by statue must be held in person. This is done in October.

A motion was made by T. DiStefano seconded by J. Bucco and unanimously approved to nominate Elizabeth Craig-McCormack as the housing authority's representative on the CPA committee. The executive director will notify Rick Wookland of the CPA.

Public Input - None

Adjournment

The meeting adjourned at 3:47 PM upon a motion by T. DiStefano second by J. Bucco and unanimous approval.

The next meeting will be held on Tuesday, November 4, 2025 @ 3:00PM