

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 4, 2025
3:00 PM**

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. Also present, Paula Mountain, Executive Director, Administrative Assistant, Tammy Ryan and tenants Diane Osborne and Cheryl Ambrogio.

Reading of Minutes

- October 14, 2025 Regular Minutes

A motion was made by J. Bucco second by S. Ivey and unanimously approved to accept the October 14, 2025 minutes as presented.

Bills & Communications

- Financials October 2025- None (not ready at meeting time)
- Check Disbursements for November 2025
- Debit Card Disbursements October 2025
- Payroll from October 2025
- Credit Adjustments – None

A motion was made by E. Craig-McCormack second by J. Bucco and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- 6 Vacancies (Three 2nd floors, Two 1st floor, One Handicapped unit)
Tammy is working extra hours in addition to her 18 hrs to get viable applicants from multiple list pulls.
- Drainage/Rain Garden/Paving Project Update

The walkway to the right of the building when you face the front is not accessible and will not be accessible until a railing is installed encompassing the entire water garden. EOHLC Staff Landscape Architect, Ben Oxender will be coming out to assess the known safety issue. Sarah O’Leary, EOHLC, Risk Management was out on Wednesday, October 29, 2025 and took pictures of the water garden. The Executive Director has expressed concerns regarding safety and the drop off proximity between the sidewalk and the trench with Ben Oxender and Sarah O’Leary.

- Currently, our website is not available. It has been hacked, and I have been working with Bill Nichols to resolve. I was informed by Bill on October 29, 2025 that he can’t fix it. I will be reaching out to our IT Support, Sandra Network for help to hopefully retrieve or rebuild the website.

A motion was made by J. Bucco second by S. Ivey and unanimously approved to accept the Executive Director Report and Communications.

New Business

- In anticipation of the above referenced rain garden railing issue the Executive Director is requesting the approval of a Change Order 2 for Driveway Drainage Project, FISH 327064, of approximately \$25,000.00 - \$30,000.00 pending approval from EOHLC and a quote from the contractor for the installation of a railing around the perimeter of the rain garden

A motion was made by J. Bucco second by T. Distefano and unanimously approved to accept anticipated Change Order -2 for FISH 327064, for a railing around the rain garden.

Old Business

Public Input - None

Adjournment

The meeting adjourned at 3:57 PM upon a motion by J. Bucco second by E. Craig-McCormack and unanimous approval.

The next meeting will be held on Tuesday, December 16, 2025 @ 3:00PM