

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 16, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:05 PM by Chairperson, Martha Carr. The other members present were, John Bucco, Elizabeth Craig-McCormack, Sharon Ivey, and Anthony DiStefano. Also present, Paula Mountain, Executive Director, Administrative Assistant, Tammy Ryan, Accountant, Jenna Milne and tenants Diane Osborne and Marie Schimmelbush.

Reading of Minutes

- November 4, 2025 Regular Minutes

A motion was made by E. Craig-McCormack second by S. Ivey and unanimously approved to accept the November 4, 2025 minutes as presented.

Bills & Communications

- Financials October 2025- Presented by Jenna Milne, Accountant

A motion was made J. Bucco second by T. DiStefano and unanimously approved to accept the October 2025 financials as presented.

- Check Disbursements for December 2025
- Debit Card Disbursements December 2025
- Payroll from November 2025
- Credit Adjustments – None

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- 2 Vacancies (Two 2nd floor units not turned over yet. Vacated 12/5 & 12/12)

The board was informed that since the inception of CHAMP in 2018 the WHA has leased 51 units which is 61% of our housing stock. These 51 units comprise 7 Veterans, 1 Underaged, 8 Local Residents, and 35 Standard applicants.

- Drainage project Update

The board was informed that we are waiting to hear from the engineer with a revised plan to reduce the size and depth of the rain garden. Expecting spring time before completion.

- Update on website- As mentioned at the October 2025 board meeting, the web site has been hacked. Our support person, Bill Nichols cannot fix the issues. I spoke with Sandra Network, who we use for IT support, their cost is \$8000 to build a new website. PHA-Web has given a quote of \$3000 with annual hosting fee of \$720.

A purchase agreement for the purpose of hiring PHA-Web (Management Computer Services) to create a website for the WHA has been signed. The agreement includes registration of the domain name of www.wenhamhousing.org for 5 years.

I will begin to gather information to send to PHA-Web for the new year.

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

New Business

- Jenna Milne to present the FY 2026 proposed budget to the board.

A motion was made by T. DiStefano second by E. Craig-McCormack and upon roll call vote of 5 For and 0 Against approving the FY 2026 budget as presented

- The ED presented the proposed engagement contract for FY 2026 Accounting Services through Milne, Shaw & Robillard, P.C. Services will be \$935 per month (a 5% increase). And the State Modernization program will be billed annually at \$2400.

A motion was made by J. Bucco and second by E. Craig-McCormack and unanimously agreed upon to approve the engagement contract for FY 2026 Accounting Services through Milne.

- The Board was presented with the Massachusetts State-Aided Property Insurance Program Participation Agreement for a vote.

A motion was made by T. DiStefano second by J. Bucco and unanimously agreed to accept the Massachusetts State-Aided Property Insurance Program Participation Agreement

- Board vote on Affirmative Action Goal of 18.2%. (15 units) Currently at 9% minority (8 units)

A motion was made by T. DiStefano second by E. Craig-McCormack and unanimously approved upon a roll call vote of 5 For and 0 Against to accept the Affirmative Action Goal of 18.2%

Old Business

Public Input - None

Adjournment

The meeting adjourned at 4:15 PM upon a motion by J. Bucco second by T. DiStefano and unanimous approval.

The next meeting will be held on Tuesday, January 13, 2025 @ 3:00PM