

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
December 12, 2020  
7:00 PM**

**Board Meeting**

**Wed, Dec 16, 2020 9:00 AM - 10:30 AM (EST)**

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**Roll Call**

The Meeting was called to order at 9:03 AM by Chairperson, Bruce Blanchard. Other member(s) present on the call were Susan Herrick, Suzanne Thomas and Elizabeth Craig-McCormack. Also, present, Paula Mountain, Executive Director and Jenna Milne, CPA

**Reading of Minutes**

- November 11, 2020 Regular Session

A motion was made by S. Thomas second by S. Herrick and unanimously approved to accept the meeting minutes as presented.

**Bills & Communications**

- Check Disbursements for December 2020
- Debit Card Disbursements November 2020
- Payroll from November 2020
- Credit Adjustments requested - NONE
- Financials for November 2020

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

**Executive Director Report and Communications**

- Unit 13 Unit Leased up on 11/1/2020
- Unit 4 Leasing up 12/16/2020
- Unit 60 Leased up on 11/20/2020
- Unit 48 is screened, and an offer has been made

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

### **New Business**

- Jenna Milne presented the FY 2021 budget to the board.

A motion was made by S. Herrick second by S. Thomas and unanimously approved by a vote of 4 For with 0 Against to approve the FY 2021 budget as presented.

- The board was presented with the low bidder for FISH 327054, P. Moore Painting and Contracting Company in the amount of \$18,428.00, 85 & 86 Larch Lane replacement of bay windows.

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the low bidder of P. Moore Painting and Contracting with the lowest bid of \$18,428 for FISH 327054, 85 & 86 Larch Lane Bay Window Replacements.

- The board was presented with the low bidder for the replacement of the community building floor, Atkinson Carpet and Flooring in the amount of \$15,888.00.

A motion was made by S. Herrick second by S. Thomas to accept the low bid of \$15,888.00 from Atkinson Carpet and Flooring for the replacement of the flooring in the community building.

### **Old Business**

Chairperson Blanchard mentioned that he has been in touch with the Board of Selectmen regarding a joint meeting on possibly December 22, 2020 for the replacement of WHA Board Member, Arthur Burt who passed away at the beginning of 2020.

### **Adjournment**

The meeting adjourned at 9:35 AM upon a motion by S. Thomas and second by S. Herrick

The next meeting will be held Tuesday, January 12, 2021 @ 4:00 PM