

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 12, 2021
4:00 PM**

Tue, Jan 12, 2021 4:00 PM - 5:00 PM (EST)

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Roll Call

The Meeting was called to order at 4:00 PM 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.

Reading of Minutes

- December 16, 2020 Regular Session

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

Bills & Communications

- Check Disbursements for January 2021
- Debit Card Disbursements December 2020
- Payroll from December 2020
- Credit Adjustments requested - NONE
- Financials for December 2020 – Tabled until February 2021 meeting.

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

- Vacant Units
 - Unit 48 – Offer has been made and accepted.
- The board was given a copy of the FY24 Formula Funding Award reflecting \$143,760.
- Community building floor project will be done the week of January 25 through the 29th. The tenants will be informed that the washing machines will be unavailable for the week.
- The board was informed that the 85 & 86 Larch Lane Bay Window replacement project, Notice to Proceed was signed with a commence work date of March 1, 2021

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

New Business

- *Board presented with the top 5 highest paid employees from 2020. Vote to accept. **TABLED TILL FEBRUARY 2021 MEETING***
- *Board to vote on the 2020 Certification of compliance with Notification Procedures for Federal and State Lead Paint Laws **TABLE TILL FEBRUARY 2021 MEETING***
- Board presented with the Executive Director's comp time form from FY 2020 (212.60 Hours), carry forward request. A

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to carry forward 212.60 hours of comp time for the Executive Director.

Old Business

Chairperson Blanchard communicated to the board the upcoming joint meeting with the Wenham Board of Selectmen. The purpose of the meeting is the joint appointment of Marty Carr to fill the vacated seat of Arthur Burt due to his passing.

Adjournment

The meeting adjourned at 4:20 PM upon a motion by E. Craig-McCormack and second by S. Thomas

The next meeting will be held Tuesday, February 9th, 2021 @ 4:00 PM