

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
November 12, 2024  
5:00 PM**

**Roll Call**

The meeting was called to order at 4:00 PM by Chairperson, Martha Carr. Other member(s) present were, Elizabeth Craig-McCormack, Tony DiStefano, and John Bucco. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, Maintenance Supervisor, Bobby Silva and tenants, Cheryl Ambrogio, Sharon Ivey, Diane Osborne, Judy Gazzola, Cecille Mazzella, Martha Verrington, Linda Herron, and Wenham resident Don Luxton.

- Welcome to John Bucco, new board member
- Chairperson Carr recognized the passing and contribution of previous board members Suzanne Thomas and Bruce Blanchard

**Reading of Minutes**

- September 10, 2024 Regular Minutes

A motion was made by E. Craig-McCormack second by T. DiStefano and upon roll call were approved to accept the minutes from the September 10, 2024, board meeting minutes. J Bucco abstains as he was not a participant in the September meeting.

**Bills & Communications**

- Financials August & September 2024
- Check Disbursements for September (reprint), October & November 2024
- Debit Card Disbursements September & October 2024
- Payroll from September & October 2024
- Credit Adjustments - None

A motion was made by J. Bucco, second by E. Craig-McCormack and upon roll call were unanimously approved to accept the Bills & Communications as presented.

**Executive Director Report and Communications**

- Staff Changes
  - Welcome to Bobby Silva- New Maintenance Supervisor
  - Tom Boucher- off until January 2, 2025
- There are currently 5 Vacancies
- On November 8, 2024 there was a new lease up
- Drainage/Paving project update
  - Test pit is being dug on 11/14/2024 for possible rain garden

- Kitchen window replacement installation is completed. The screens for the windows needed to be replaced with a better fitting size. This was done on November 12, 2024
- The board was presented with a copy of the 5 Year Subsidy Agreement from the Office of the Comptroller for subsidies payments.

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

### **New Business**

- Board vote on Certificate of Final Completion on FISH 327063 Fire Alarm Replacement Project, application for payment in the amount of \$25,650.85

A motion was made by E. Craig-McCormack, seconded by A. DiStefano and unanimously approved to approve the Certificate of Final Completion for FISH 327063 Fire Alarm Replacement Project in the amount of \$25,650.85.

- The board was presented with 2024 Budget Revision 1 which was review by fee accountant Jenna Milne. Changes were made to reflect actual salaries and an increase in the 689 program alarm costs.

A motion was made by A. DiStefano seconded by J. Bucco and unanimously approved to approve the budget revision as presented.

- Board to weigh in with a recommendation on the Town Appointed Tenant Board Member. Tenants who submitted themselves to the Town Clerk are:
  - Sharon Ivey, resident since December 2017. Frequent attendee at board meetings
  - Mark Hollingsworth, resident since February 2024.

The Executive Director provided the above tenancy and meeting attendance to the board. Chairperson Carr expressed that Ms. Ivey's length of tenancy and her attendance at board meetings is a plus, with members, DiStefano, Craig-McCormack and Bucco agreeing. Chairperson Carr also expressed the importance of a member attending meetings.

A motion was made by E. Craig-McCormack second by A. DiStefano and unanimously supported to recommend to the Selectmen Sharon Ivey to the 5 year seat as the Town Appointed Tenant Board Member.

### **Old Business**

#### **Public Input**

- None

### **Adjournment**

The meeting adjourned at 4:15 PM upon a motion by J. Bucco second by A. DiStefano and unanimous approval. The next meeting will be held on Tuesday, December 17, 2024 @ 3:00PM