

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
December 17, 2024  
3:00 PM**

**Roll Call**

The meeting was called to order at 3:00 PM by Chairperson, Martha Carr. Other member(s) present were, Tony DiStefano, and John Bucco. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cheryl Ambrogio, Sharon Ivey, Judy Gazzola, Cecille Mazzella, Martha Verrington, Carol Kirby and Marie Schimmelbusch.

**Reading of Minutes**

- November 12, 2024 Regular Minutes

A motion was made by J. Bucco second by T. DiStefano and upon roll call were unanimously approved to accept the minutes from the November 12, 2024, board meeting minutes.

**Bills & Communications**

- Financials October 2024
- Check Disbursements for December 2024
- Debit Card Disbursements November 2024
- Payroll from November 2024

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

- Credit Adjustments –
  - \$191.40 – Tenant A/R
  - \$25.00 -Tenant A/R

A motion was made by J. Bucco, second by T. DiStefano and unanimously approved to accept the Credit Adjustments as presented.

**Executive Director Report and Communications**

- Currently there are 5 Vacancies with a 6<sup>th</sup> unit expected to vacate by the end of December
- The Selectboard has not yet appointed the Town Appointed Tenant Board Representative as of this meeting. It is expected to occur this evening at their meeting.

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

## **New Business**

- A review of FY 2025 proposed budget was presented by Jenna Milne

With no questions a motion was made by J. Bucco second by T. DiStefano and upon roll call were unanimously approved to accept the FY 2025 budget as presented.

- Board vote on Certificate of Final Completion on Window Replacement Project, FISH 327060 for \$2425.00

A motion was made by J. Bucco second by T. DiStefano and upon roll call unanimously approved to accept the Certificate of Final Completion for the Window Replacement Project, FISH 327060 in the amount of \$2425.00 as presented.

- Board vote on Certificate of Substantial Completion on Window Replacement Project, FISH 327060

A motion was made by T. DiStefano second by J. Bucco and upon roll call unanimously approved to accept the Certificate of Substantial Completion on Window Replacement Project, FISH 327060 as presented.

- Board vote on Administrative Expenses for Executive Director, 10 hours in addition to regular hours in the amount of \$447.90

A motion was made by J. Bucco, second by T. DiStefano and unanimously approved to accept the Administrative Expenses for Executive Director, 10 hours in addition to regular hours in the amount of \$447.90 as presented.

- Board vote on the proposed engagement contract for FY 2025 Accounting Services through Milne, Shaw & Robillard, P.C. Services will be \$890.00 per month. Plus an additional \$1500 per year for the State Modernization program.

A motion was made by J. Bucco, second by T. DiStefano and unanimously approved to accept the proposed engagement contract for FY 2025 Accounting Services through Milne, Shaw & Robillard, P.C. Services will be \$890.00 per month. Plus an additional \$1500 per year for the State Modernization program. as presented

- Review and vote on the adoption of the 2024 Revised Fair Housing Marketing Plan with updated Census Data.

A motion was made by J. Bucco second by T. DiStefano and upon roll call were unanimously approved to accept the 2024 Revised Fair Housing Marketing Plan with updated Census Data as presented

## **Old Business**

### **Public Input**

- None

### **Adjournment**

The meeting adjourned at 4:22 PM upon a motion by J. Bucco second by A. DiStefano and unanimous approval. The next meeting will be held on Tuesday, January 14, 2025 @ 3:00PM